

VISITOR BUS FOR FAMILIES
(July 2023 - June 2024)

Dear Families,

Visits are an integral part of the overall treatment program at Copper Lake School/Lincoln Hills School, especially visits from immediate family members. We would like to remind you that a chartered coach bus with a bathroom is available to assist families at no cost. Copper Lake Lincoln Hills will be allowing 27 individuals to come for visits and they must be pre-approved and scheduled in advance before coming. All visitors must be approved in advance in coordination with youth's Social Worker (filling out DOC-21AA). Reservations for these scheduled visits will be on a first come basis. Visitors may check for availability and schedule their visits by calling the facility at 715-536-8386 and selecting "0" to speak with lobby staff. (If momentarily unavailable please call back a few minutes later, there will not be availability to leave a message to schedule visits.) Visits must be scheduled at least 72 hours/3 days in advance (by Tuesday for that Saturday). Visitors who have not scheduled their visit in advance will not be allowed onto the Visitor Bus. Youth on 15-minute observation check status will be allowed visitation, however those on a higher level of will not.

Additional dates may be added as needed; we encourage you to call (715) 536-8386 and dialing # 2 or check our website at <https://doc.wi.gov/Pages/AboutDOC/JuvenileCorrections/LincolnHillsCopperLake.aspx> for the most current schedule.

Option A Milwaukee / Madison	Option B Milwaukee / Appleton / Green Bay
Saturday, July 8 th	Saturday, July 1 st
Saturday, July 22 nd	Saturday, July 15 th
Saturday, August 5 th	Saturday, August 12 th
Saturday, August 19 th	Saturday, August 26 th
Saturday, September 2 nd	Saturday, September 9 th
Saturday, September 16 th	Saturday, September 23 rd
Saturday, September 30 th	Saturday, October 7 th
Saturday, October 14 th	Saturday, October 21 st
Saturday, October 28 th	Saturday, November 4 th
Saturday, November 11 th	Saturday, November 18 th
Saturday, November 25 th	Saturday, December 2 nd
Saturday, December 9 th	Saturday, December 16 th
Saturday, December 23 rd	Saturday, December 30 th
Saturday, January 6 th	Saturday, January 13 th
Saturday, January 20 th	Saturday, January 27 th
Saturday, February 3 rd	Saturday, February 10 th
Saturday, February 17 th	Saturday, February 24 th
Saturday, March 2 nd	Saturday, March 9 th
Saturday, March 16 th	Saturday, March 23 rd
Saturday, March 30 th	Saturday, April 6 th
Saturday, April 13 th	Saturday, April 20 th
Saturday, April 27 th	Saturday, May 4 th
Saturday, May 11 th	Saturday, May 18 th
Saturday, May 25 th	Saturday, June 1 st
Saturday, June 8 th	Saturday, June 15 th
Saturday, June 22 nd	Saturday, June 29 th

Option A: Milwaukee/Madison Areas

Milwaukee Pick-Up

The bus departs from Lee School 921 West Meinecke Avenue Milwaukee, WI promptly at 7:00 a.m.

- This is a city bus stop and there is additional parking available in the vicinity.
- The bus loads on N 9th Street, between Meinecke Avenue and W. North Avenue.
- The bus faces south on N 9th Street which is on the west side of the street.
- The bus then travels to the Madison Pick-up location of East Towne Mall 89 E Towne Mall, Madison, WI.

Madison Pick-Up

The bus will pick up at the East Towne Mall at the front door of the J.C. Penny store and departs at 8:30 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

Option B: Milwaukee/Fox Valley Area Pick-Up (Appleton and Green Bay Stops)

The bus departs from Lee School 921 West Meinecke Avenue Milwaukee, WI promptly at 7:00 a.m.

- This is a city bus stop and there is additional parking available in the vicinity.
- The bus loads on N 9th Street, between Meinecke Avenue and W. North Avenue.
- The bus faces south on N 9th Street which is on the west side of the street.
- The bus then travels to Appleton Pick-up of Fox River Mall 4301 W Wisconsin Ave #42, Appleton, WI.
- The bus then travels to Green Bay Pick-up of Walmart Green Bay West of 2440 West Mason Street, Green Bay, WI.

Appleton Pick-Up

The bus will pick up at the Fox River Mall at the front door of the Target Store and departs at 9:00 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

Green Bay Pick-Up

The bus will pick up at the front door of Walmart Green Bay West and departs at 9:35 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

SPECIFIC GUIDELINES GOVERNING VISITS

Visits are an important and integral part of the overall treatment program at Copper Lake/Lincoln Hills School. Visits by family members and other approved parties in a safe and secure environment are encouraged.

Before traveling a long distance to visit it is recommended that you call the facility prior to your departure to check on changing road conditions, situations occurring at the facility, or a change in security conditions affecting your child's visiting status. The number for the facility is 715-536-8386 ext. 0. You can also get general directions to Copper Lake/Lincoln Hills School by dialing the facility number and then ext. 5253.

WHO MAY VISIT:

- ☞ Only APPROVED visitors with a COMPLETE MAILING ADDRESS and DATE OF BIRTH on record at the facility may visit. Please complete the enclosed Proposed Visitor Questionnaire (DOC-21AA) indicating the complete address, relationship to the youth, and birth date for each immediate family member who may expect to visit.
- ☞ No unauthorized visitor will be admitted into the facility.

NUMBER OF PEOPLE PER VISIT:

- ☞ Regular visit - Three (3) maximum - Approved visitors, One must be 18 years of age or older

VISITING TIMES:

- ☞ Saturdays
 - ☞ Scheduled visitors using the Visitation Bus will start on arrival of the bus to 3:00 p.m.
 - ☞ Scheduled Self-transported visitors will be 4:00 p.m. to 8:00 p.m.
- ☞ In conjunction with OJOR Reviews/Educational Meetings with prior approval by coordinating, in advance with the youth's social worker.

VISITING AREA:

- ☞ Visits will be conducted in the visiting center in Tubman Hall.
- ☞ The visit begins when the youth arrives at Control.

BUS SERVICE:

A bus service is offered periodically providing transportation from the Madison and Milwaukee areas. Please see the "Visitor Bus for Families in Southeast Wisconsin" form enclosed for more information. You can also call the facility number 715-536-8386 ext. 5252 for details.

MEDICATIONS:

- ☞ Only medically necessary medication such as but not limited to, inhalers, nitroglycerin, epi pens, etc. are allowed in the visiting area.

FOOD ITEMS:

- ☞ No individual food or drink items may be shared.
- ☞ No food item may be brought into the facility.
- ☞ Vending machines are available in the visiting area. Only visitors can purchase food, Youth will not be allowed to access the vending machines.
- ☞ Food must be consumed in the visiting area.
- ☞ No food items are to be taken back to the living unit.

ALLOWED ITEMS:

- ☞ Money, not to exceed \$20.00 for each visitor. Must be coins in a clear bag.
- ☞ Comb, pick or brush, limited to one for each visitor.
- ☞ Up to two (2) baby blankets for each child.
- ☞ Up to four (4) diapers for each child. Diaper bags are not allowed.
- ☞ Up to two (2) plastic baby bottles for each child.
- ☞ One (1) hand-held baby seat for each child.
- ☞ Diaper wipes. Shall be kept in a clear plastic bag.
- ☞ One (1) pacifier for each child.
- ☞ One (1) coat and one (1) pair of gloves for each visitor.
- ☞ Headwear/hats are not permitted unless the Visitor has a religious justification for the headwear.
- ☞ One (1) facility locker key.
- ☞ Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.

NO ITEMS ARE ALLOWED TO BE TAKEN BACK TO ANY OF THE LIVING UNITS.

VISIT GUIDELINES:

- ☞ All items brought into the facility will be inspected. All contents of coats and pockets will be emptied onto a table for inspection, and must clear the metal detector and/or scanner.
- ☞ All visitors 18 years and older are required to provide picture identification prior to entering the facility
- ☞ All visitors will be required to step through a metal detector. Any individual unable to pass inspection through the metal detector will not be allowed into the facility and to participate in a visitation (without prior approval).
- ☞ All visitors will be subject to a brief questionnaire to screen for influenza like symptoms and will be required to have their temperature taken prior to approved admission.
- ☞ All youth and visitors, over the age of 2, are required to wear masks at all times over the mouth and nose, regardless of vaccination status.
- ☞ You must remain in the visiting area for the duration of your visit. Once you leave the visiting area, your visit will be considered terminated.
- ☞ Youths and visitors must sit at a table in the visiting area and must remain together. Each group of visitors must remain separate from any other visits taking place at the same time, unless advance approval is given by the facility utilizing a Special/Extended Visit (DOC-1115) request form for all youth involved.
- ☞ Visitor with special needs may be required to complete a Visitor Requesting Accommodation (DOC-2424).

- ☞ It is the responsibility of the parent or guardian to assure that visiting children are not wandering or running through the visiting area and/or hallways. The parent or guardian should accompany children to the restroom.
- ☞ Visitors may not go for walks around the grounds or parking areas.
- ☞ The youth is required to dress in his dress clothes and must keep his shirt tucked in during the visit.
- ☞ When the visit is concluded, the youth should say good-bye to his or her visitors in the visiting area and then take a seat on the chairs next to the Control window and sit quietly until checked by staff.
- ☞ Please encourage your child to follow the visitation guidelines and cooperate with staff in assuring that this happens.

VISITOR ATTIRE:

- ☞ Clothing must be worn in the manner intended. Restrictions apply equally to all visitors.
- ☞ All youth and visitors are required to wear face masks over the mouth and nose over the age of 2. This is regardless of vaccination status.
- ☞ The following is considered unacceptable and shall result in the denial of entrance to the facility:
 - Clothing that is not in good repair, or is not appropriately fitted and/or reveals the visitor's abdomen, buttocks, breasts or chest area.
 - Transparent/translucent clothing.
 - Shorts, shorter than fingertip length (visitor standing naturally with arms straight down the side of body and finger extended).
 - 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).
 - Tops and dresses that are strapless, tube or halter style.
 - Camisoles and tank tops are only permissible when worn under other attire.
 - Tops and dresses that expose the midriff (front and/or back).
 - 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.
 - Exposed Undergarments.
 - Clothing with revealing holes, tears or slits.
 - Clothing or accessories with obscene or profane writing, images or pictures.
 - Gang or club related clothing or insignia. This includes, but is not limited to, motorcycle jackets bearing club logos, and footwear.
 - Any clothing that may have the potential to cause undue attention
- ☞ Appropriate attire and footwear shall be worn at all times

TERMINATION OF VISITS:

- ☞ VIOLATION OF VISITING POLICY/GUIDELINES MAY RESULT IN IMMEDIATE TERMINATION OF THE VISIT.
- ☞ VISITORS WHO APPEAR TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL WILL NOT BE ADMITTED TO THE FACILITY.
- ☞ ANY INAPPROPRIATE PHYSICAL CONTACT WILL RESULT IN THE TERMINATION OF THE VISIT.