

KETTLE MORAINE CORRECTIONAL INSTITUTION

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ENTRANCE GUIDELINES

The following guidelines are established to provide information to persons intending to enter the Kettle Moraine Correctional Institution (KMCI). Please read these guidelines carefully. **Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on inmate's approved visiting list prior to scheduling a video or in-person visit.** Please be advised that all in-person visitors will need to be screened before entering the facility.

NOTE: General Population inmates are allowed up to **three (3) in-person visits per week**. The scheduled visit week runs Monday-Friday. **Please verify with the offender prior to visitation if they have met their limit so that it will lessen the chance for denial.**

All children must be supervised during the visit. Limited children's activities may be available for use.

SCHEDULING OF IN-PERSON VISITS AND GENERAL GUIDELINES

- The visiting hours are as follows:
 - Monday through Friday 2:30 pm – 8:30 pm.
 - Visits will be first come first serve beginning at 2:30 pm. No visitors shall be allowed in after 7:00 pm.
- **In-person visits are closed on weekends.**
- Visits will be a maximum of 3 hours in length
- All visitors must be on an inmate approved visitor list.
- A maximum of six (6) adult visitors will be allowed to visit at one time.
- Minor children will not count against the six (6) adult visitors.
- Inmates are allowed one visit per day.
- If the inmate fails to report, the visit may be terminated. Any cancelled or terminated visits count against the maximum allowed visits.
- Visits in Restrictive Housing Unit (RHU) will be 1 hour in length.
- Restrictive Housing Unit Visits shall consist of no more than 3 adults. Minor children shall be the inmate's child(ren).

- Upon arrival to the institution, visitors must report to the visitation building located near the upper parking lot and wait to be called into the Gatehouse by staff.
 - Visitors must complete the Request to Visit Offender Form in visitation building prior to coming into Gatehouse.
- Per DAI Policy 309.06.01, visiting rules must be followed at all times.
- Chairs and tables have been strategically placed to maximize capacity. Please do not move them.
- Conversation during visits must be held to a normal tone of voice to not disturb others.
- Photos are allowed during your visit. Inmate must bring a completed disbursement to the visit.
- Vending machines are available to purchase food and drinks.
- No sharing of food or drinks between the inmate and visitors. Food is to be emptied onto the paper plates provided.
- A brief hug and kiss at the beginning and end of visit is allowed.
- No hand holding. No visitors may sit on the lap of inmate.

SCHEDULING OF VIDEO VISITS AND GENERAL GUIDELINES

- **Effective July 17, 2023**, video visits will be conducting via ICSolutions utilizing video phones on the housing units.
- It is the inmate's responsibility to notify their visitor of their specific Party ID and the exact spelling of their names as listed on the print out they were provided as the visitor will need this information to schedule video visits.
- Questions or difficulties registering an account should be directed to ICSolutions customer service.
- Eligibility is determined by the inmate's current status or disciplinary status restrictions in accordance with WI DOC 303.
- All individuals 16 and older that are participating in a video visit must show identification to the officer when checking in.
- Visitor attire cannot have any of the following:
 - Exposed undergarments
 - Clothing with revealing holes, tears or slits.
 - Clothing or accessories with obscene or profane writing, images or pictures.
 - Gang-related clothing, headwear, shoes, logos or insignias.
 - Transparent/translucent (see-through) clothing.
- Video visiting will be terminated immediately if there is any suspicion of illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 309.06.01. This includes but is not limited to the following:
 - Sexual acts or nudity.
 - Drug and alcohol use during the visit
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language
 - Inappropriate location of visitor (bar, night club, etc.)
 - Operating a vehicle during the scheduled visit.

SPECIAL INFORMATION

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."

KMCI is committed to maintaining a drug-free institution. The institution will actively investigate and prosecute any individuals bringing drugs into this prison. The institution will take all necessary actions to prohibit the entrance of drugs and other contraband. Prosecution of individuals violating the above State Statute will be pursued.

ARRIVAL AT KETTLE MORAINÉ CORRECTIONAL INSTITUTION

VISITOR PARKING

- Park in the upper parking lot in lined spaces only
- Minor children are not to be left unattended in a vehicle. Law enforcement will be summoned
- Remove your keys and lock your vehicle
- Pets are not permitted on state property
- Move directly to and from vehicles when entering and leaving the institution
- Anyone that is denied entrance, but is waiting for visitors that are approved, must quietly remain in their vehicle until the visit is over
- Verbal communication, waving, sounding horn, and/or blinking headlights to signal inmates is prohibited
- Disabled/stalled vehicles must be reported to Gatehouse staff and be attended to and/or removed as soon as possible. Vehicles left on state property for over 48 hours will be towed at the owner's expense
- No weapons, alcohol, or illegal drugs** are allowed on state property
- Smoking and/or the use of tobacco products is prohibited on state property

GENERAL

Upon arrival for your visit, report directly to the KMCI Visit Shelter. You must fill out a Request to Visit Offender form. No loitering in the Gatehouse unless you are waiting to enter the institution. Secured lockers (no charge) are provided in the Gatehouse for items that are not allowed into the institution. You will retain the key to the locker. Your hand will be stamped. You will be required to show this stamp on your hand upon exit from the institution. Individuals must conduct themselves in an appropriate and courteous manner and comply with institution rules and instructions.

IDENTIFICATION

Individuals age 16 and over are required to provide current picture identification. Acceptable forms of ID include: valid State driver's license; valid passport or visa; valid Department of Transportation ID; valid military ID; or valid tribal ID (if it provides a photo). Any person under the age of 18 must be accompanied by an adult who is on the approved visiting list, and visiting the same inmate, unless the visitor is the legal spouse of the inmate.

METAL DETECTOR

All persons, with the exception of Department of Corrections employees and Law Enforcement Officers, must pass through and clear the metal detector. Visitors will be allowed three attempts to successfully pass metal detection, if available. Failure to pass metal detection will result in denial of entrance into the institution/center.

In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (e.g., buckles, snaps, metal buttons, etc.). It is also recommended that visitors refrain from wearing excessive jewelry. The metal detector is also sensitive to metal contained in undergarments. It is the visitor's responsibility to clear the metal detector.

Visitors with pacemakers or other medical implants which will affect the metal detector must have verification (form DOC-2424 Visitors Requesting Accommodation) completed and mailed or faxed from a physician to the KMCI Security Director at least one week prior to their initial visit to allow time for entrance approval to be available at the Gatehouse. Information on forms to verify accommodation may be obtained by calling the Security Supervisor's Office at (920) 526-3244.

SPECIAL ACCOMMODATIONS

Visitors must inform the institution of a disability requiring special accommodations. This includes accommodation requests necessary to enter the institution and for the duration of the visit. If individuals have questions about these accommodations, they should call Security Supervisor's Office at (920) 526-3244.

ALLOWABLE ITEMS

Only the following items may be brought in for your use while visiting: 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; baby wipes (must 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 (provided it does not conceal identity); one (1) institution locker key; and necessary personal medication such as, but not limited to, inhalers, nitro pills (only individual pills, not bottles), Epi pens, etc. (visitor must notify gatehouse officer and visiting room officer of the presence of such medications).

The amount of money allowed for use on the visit is not to exceed \$25 for each visitor. Money for inmates is not accepted on visits. Money orders or bank (cashier's) checks must be mailed in for inmates. Personal checks or cash will not be accepted.

ATTIRE

The inmate visitors' dress code listed below has been developed to ensure a safe and secure institution visiting area that is appropriate, tasteful, and conducive to a wholesome family atmosphere. The following apparel is considered **inappropriate** and will result in the denial of entry to the institution.

- Watches
- Transparent/translucent clothing
- Shorts which are shorter than fingertip length (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended)

- Skirts or dresses shorter than fingertip length plus three inches (should there be reasonable doubt, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance)
- Strapless, tube, and halter tops/dresses
- Tops and dresses which expose the midriff front and/or back
- Spandex/Spandex-like and Lycra/Lycra-like clothing. Tights or leggings may be worn under attire of appropriate length
- 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
- Camisoles and tank tops are only permissible when worn under other attire
- Any Clothing that may have potential to cause undue attention
- Internet "Smart" technology and electronic recording equipment in any form is prohibited

These restrictions apply equally to men and women. Footwear must be worn at all times. Acceptable attire must be worn at all times.

Failure to comply with the above guidelines will result in denial of entrance or removal from the Kettle Moraine Correctional Institution.

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