

POLICY & PROCEDURES DODGE CORRECTIONAL INSTITUTION STATE OF WISCONSIN DEPARTMENT OF CORRECTIONS DIVISION OF ADULT INSTITUTIONS	PROCEDURE NUMBER: 421.8	PAGE NUMBER: 1 of 7
	ORIGINAL EFFECTIVE DATE: 10/01/93	NEW EFFECTIVE DATE: 6/20/04
	SUPERSEDES NUMBER: 421.8	DATED: 03/03/02
	SIGNED BY WARDEN/DATE: John Bett 6/14/04	
MANUAL SECTION: SECURITY		
SUBJECT: VISITING CENTER		

POLICY: DCI shall provide a visiting area for inmates and their visitors.

REFERENCES: DOC 309 IMP #11, *Inmate Visitor Identification and Dress Code* (Rev 1/06/03)
DCI Policy/Procedure Security 406.4-A, *Entry and Exit Procedures—Business Related Visitors and Staff (Restricted)* (Rev 9/30/02)
DCI Policy/Procedure Security 406.4-B, *Entry and Exit Procedures—Inmate Visitors* (Rev 3/03/02)
DCI Policy/Procedure Security 406.4-C, *Entry and Exit Procedures—Gatehouse Vehicle Entrance (Restricted)* (Rev 6/15/02)
DCI Policy/Procedure Security 415.04, *Photo Project* (Rev 3/03/02)
DCI Policy/Procedure Security 421.6, *Visitor Dress Code* (Rev 8/19/02)
DCI Policy/Procedure Treatment 721.8, *Visits—Attorney, Pastoral, and Professional* (Rev 3/03/02)
DCI Policy/Procedure Bus. Administration 117.8, *Receipts for Cash, Checks, Cashier's Checks and Money Orders* (Rev 8/04/03)
DCI Policy/Procedure Bus. Administration 112.16, *Money Handling—Receipts* (Rev 09/05/01)
DCI Policy/Procedure Administration 012.4, *Lay-In Status—Inmate* (Rev 10/27/03)

REQUIREMENTS/NOTES:
Visiting Regulations

Inmate Status	Visiting Hours Weekdays	Visiting Hours Weekends/Holidays	Allowable Weekly Visits	Duration
<i>General Population</i>	3:00 p.m. – 8:45 p.m.	8:15 a.m. – 4:00 p.m.	3	3 Hrs Weekdays 2 Hrs Weekends/Holidays*
<i>A & E Before (1) month</i>	5:40 p.m. – 8:45 p.m.	8:15 a.m. – 4:00 p.m.	1	1 Hrs Weekdays 1 Hr Weekends/Holidays*
<i>A & E After (1) month</i>	3:00 p.m. – 8:45 p.m.	8:15 a.m. – 4:00 p.m.	2	2 Hrs Weekdays 2 Hr Weekends/Holidays*
<i>Temporary Lockup (TLU)</i>	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	Same as GP or A&E status	1 Hr Weekdays 1 Hr Weekends/Holidays*
<i>Observation</i>	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	Approval needed Warden or designee	1 Hr Weekdays 1 Hr Weekends/Holidays*
<i>Adjustment Seg.</i>	-	-	0	-
<i>Program Seg./ Disciplinary Separation</i>	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	1	1 Hr Weekdays 1 Hr Weekends/Holidays*
<i>Program Seg. Step 3 Unit 20</i>	Same as GP or A&E status	Same as GP or A&E status	Same as GP or A&E status	Same as GP or A&E status
<i>Controlled Seg.</i>	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	Approval needed Warden or designee	1 Hr Weekdays 1 Hr Weekends/Holidays*
<i>Administrative Confinement</i>	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	1	1 Hr Weekdays 1 Hr Weekends/Holidays*
<i>Protective Confinement</i>	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 2:30 p.m.	1	1 Hr Weekdays 1 Hr Weekends/Holidays*

*Inmates are permitted a visit on only one day of a weekend. Holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

- Inmates on Unit 17 in temporary hold status will not be allowed visits while at DCI.

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- A five-minute visiting orientation video will run continuously in the waiting area of the Visiting Center.
- Inmates on medical lay-in status will be restricted to a one-hour visit.
- Inter-institutional visits are not permitted by the Department of Corrections.
- Special/extended/intra-institutional visits are only considered for a close family member as defined in DOC 309 to include:
 - a. Inmate's natural, adoptive, step, and foster parents.
 - b. Spouse.
 - c. Children.
 - d. Grandparents.
 - e. Grandchildren.
 - f. Siblings.
- Inmates may only have one visit per day.
- It is the inmate's responsibility to advise visitors of the hours and restrictions that apply to visiting. A&E General Information sheets are available on all units to send to visitors.
- The maximum number of visitors allowed to visit at one time is five. Children age 5 and under do not count towards this total.
- The supervision of children will be the responsibility of the inmate as well as the visitors.
- Visitors shall be dressed in appropriate attire complying with the DAI and DCI visitor dress code. All visitors will wear shirts and shoes at all times.
- Inmates may not go to the vending machines. Visitors may leave their seats to purchase food and drink items from the vending machines that are available in the Visiting Center. No vending machine items are to be taken from the Visiting Center to the housing units.
- Any material to be sent out with a visitor must be sent to the Property Officer prior to the visit for proper inspection and handling.
- The only items inmates are allowed to bring to the Visiting Center are:
 - a. 1 wedding ring.
 - b. 1 room key.
 - c. Inmate I.D.

Legal materials may be brought with prior permission from the Shift Supervisor at least two working days prior to scheduled visit.

- Inmates must wear a full set of greens with the shirts tucked in and buttoned one button from the top and state shoes completely tied.

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- Unrestrained or continued physical affection is prohibited. Kissing and embracing is limited to an appropriate greeting and farewell only. Unrestrained or inappropriate displays of affection can result in the termination of a visit and/or disciplinary action.
- If the Visiting Center is filled and visitors are waiting, the first visits for that visiting period may have their visit ended early to make room for additional visits.
- Inmates having a visit in progress during scheduled mealtime must choose between terminating the visit to attend the meal or continuing the visit and not eating the institution meal. The Visiting Center Officer will announce the time inmates must terminate their visit should they wish to attend the meal. Inmates requiring special dietary needs should assess their own needs when making the decision regarding whether to terminate their visits to attend the meal.

Special/Extended Visit Requests

- Requests for a special/extended visit are to be submitted by the inmate to the Social Worker/Classification Specialist on DOC-761, *Interview/Information Request*. The request shall include the following information:
 - a. The identity of the proposed visitor(s).
 - b. The relationship of the proposed visitor to the inmate.
 - c. The proposed date and time for this special/extended visit.
 - d. Reasons for requesting special visit and/or extended visiting time.
- Criteria considered for special/extended visits include, but are not limited to:
 - a. The physical distance the visitor is traveling.
 - b. The frequency of visits the inmate receives.
 - c. The relationship of the inmate to the visitor.
 - d. The special purpose or reason for this visit (family needs, emergency circumstances, etc.).
- DOC-1115, *Special/Extended Visit*, is prepared by the Social Worker/Classification Specialist outlining the details of the special or extended visit. The Social Worker/Classification Specialist shall document criminal history checks and ensure a review of proposed visitors considers issues of victimization, court orders, and the inmate's reintegration into the community. This form is completed and forwarded to the Warden or designee for approval.
- Persons approved as special visitors must present an approved form of picture identification upon arrival at the Lobby.
- Inmates in the Adjustment Center, Special Management Unit, or Infirmary will abide by the visiting regulations determined by their status and as specified in the Adjustment Center or Special Management Unit handbooks.

Intra-Institution Visits

- Requests for a visit at DCI with a close family member also housed at DCI must be submitted by the inmate to the Social Worker/Classification Specialist.

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- The Social Worker/Classification Specialist shall verify the relationship using available information or requesting further verification from the requesting inmate.
- Upon verification, the Social Worker/Classification Specialist shall forward written approval of the visit to the Administrative Captain.
- The Administrative Captain shall notify the Visiting Center of the approved visit.
- The Visiting Center staff shall supervise the visit and advise the Social Worker/Classification Specialist that the visit has occurred. Such visits may occur once per month.

Family Visits

- Any request from an inmate for combined visits with another inmate who is a close family member should be addressed to the Social Worker/Classification Specialist.
- The Social Worker/Classification Specialist shall verify the relationship between inmates and verify that the proposed visitors are on both inmates' visiting lists.
- If approved, the Social Worker/Classification Specialist shall forward a memo approving the family visit to the Visiting Center.

Medical Services Requests By Visitors

If a visitor becomes ill, visitors can request that an ambulance is called, but the visitor will be responsible for the cost of the ambulance service. If health care is needed, the call can be directed to Waupun Memorial Hospital. DCI will only provide health care for a visitor in a case of extreme emergency (maintenance of airway and breathing, providing CPR, and required emergency life sustaining care) until emergency transportation can occur.

Hobby Purchases

- Hobby items may be purchased in the Visiting Center by check or money order.
- The Lobby will notify the Visiting Center by telephone whenever a visitor brings in a check or money order.
- Items will be placed in a sealed envelope noting the contents of the envelope and the inmate's name and number.
- Immediately upon the visitor's entrance to the Visiting Center, the Officer will take possession of checks or money orders, arrange for, and process the requested hobby purchase during the visit.
- At the conclusion of the visit, the Visiting Center Officer will contact the Lobby and advise them of the name of the visitor carrying out a hobby purchase.
- Staff will process and distribute receipts for hobby purchases as noted below:

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White copy: Visitor purchasing the item
Pink copy: Business Office with the check or money order
Blue copy: Hobby Department with the hobby item sales slip
Yellow copy: Remains in Visiting Center receipt book

- Checks and receipts shall be stored in the Visiting Center lock-box until they can be transferred to the Business Office.

Photo Project

Inmates on visits will be allowed to have photographs taken of themselves and their visitors. Photographs will be taken under the supervision of the Visiting Center Officers in accordance with the DCI Photo Project policy.

Baby Changing Station

- The baby changing station is provided as a courtesy of DCI.
- The intention is to allow a safe, proper, and private area in which visitors can change their infants or young children.
- Instructions for changing station use are displayed on the unit.

Playpens

- Playpens are provided to allow quality visiting time by providing an aid to control young children.
- Playpen use will be at the discretion of the Visiting Center Officers.
- Only the inmate may request and sign for the playpens.
- The playpens will be available on a first come, first serve basis.
- Playpens will be used by one visit only. There will be no sharing by separate visits.
- The playpens will be set up in the carpeted seating area. At bench seating areas, tables will be moved to the side and remain on the carpet. Aisles must remain open and unobstructed.
- Children in playpens will not be left unattended at anytime.
- The inmate assumes full responsibility for playpen use:
 - a. Playpens will be cleaned after each use. Inmates will be notified 10 minutes before the end of their visit to allow adequate clean up. The officer will provide cleaning supplies by the desk.
 - b. The inmate's visitors will return all toys to the playroom.
 - c. Report any damage immediately.
 - d. The seating area will be arranged to its original condition.
- Any misuse of playpens may result in suspension of this privilege.

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Playroom

- Inmates are not allowed in the playroom.
- Visitors may take their children to the playroom but are not allowed to remain there.
- Children are not allowed to play on top of the furniture.

TV/VCR

Only the Visiting Center Officer operates the TV/VCR. All movie requests and channel changes must be requested through the Visiting Center Officer.

PROCEDURE:

A. Staff Responsibilities

1. Complete DOC-626, *Shift Report*, and forward to Muster Room at end of shift.
2. Inspect visiting area and restrooms for contraband prior to visits.
3. Notify housing unit of inmate visit.
4. Pat search inmate prior to visit.
5. Ensure inmate signs in/out on log.
6. Document seating and visit start/end time on DOC-176, *Request to Visit Offender*.

Distribution:

General population inmates: Social Worker

A&E inmates: A&E Program Assistant

7. Monitor visits and enforce visiting regulations.
8. Strip search inmate upon completion of visits and document on DOC-1523, *Search of Offender Log*. Forward monthly to Security Director.
9. Shake down entire Visiting Center and take garbage to Gatehouse upon completion of visits.
10. Provide Security Program Assistant with number of weekly visits.

B. Inmate Responsibilities

1. Adhere to the Visiting Center rules.
2. Sign in/out from visit.