

**GREEN BAY CORRECTIONAL INSTITUTION**  
P. O. Box 19033, Green Bay, Wisconsin 54307-9033  
(920) 432-4877

**VISITING GUIDELINES**

The following guidelines are established to provide information to persons intending to enter the Green Bay Correctional Institution in accordance with Wisconsin State Statute and Wisconsin Administrative Code, Chapter DOC 309.

**Location and Directions**

The Green Bay Correctional Institution (GBCI) is located at 2833 Riverside Drive, (HWY 57) in Allouez. Directions:

- 1) I-43 to Green Bay, Exit 180 (HWY 172W) to Webster St. Exit. Cross Webster Ave. and stay in the far right lane for HWY 57 exit to Riverside Dr. At the stop sign turn left, and first left after traffic lights at the left turn lane, OR
- 2) Take HWY 41 to Green Bay, take Exit 165 (HWY 172E) to Riverside Dr. (HWY 57), left at stop light and left at first left turn lane.

**Special Information**

Wisconsin State Statute 302.095(2) states, "Any officer or other person who delivers or procures to be delivered or has in his or her possession with intent to deliver to any inmate confined in a jail or prison, or who deposits or conceals in or about a jail or prison, or the precincts of a jail or prison, or in any vehicle going into the premises belonging to a jail or prison, any article or thing whatever, with intent that any inmate confined in the jail or prison shall obtain or receive same, or who receives from any inmate any article or thing whatever with intent to convey the same out of a jail or prison, contrary to the rules or regulations and without the knowledge or permission of the sheriff or other keeper of the jail, in the case of a jail, or of the warden or superintendent of the prison, in the case of a prison, is guilty of a Class I felony."

Wisconsin State Statute 961.49, Offenses involving intent to deliver or distribute a controlled substance on or near certain places, states, "...the delivery, distribution or possession takes place under any of the following circumstances, the maximum term of imprisonment prescribed by law for that crime may be increased by 5 years ... while the person is in or on or otherwise within 1,000 feet of a ... correctional facility."

This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. Prosecution of individuals violating the above state statute will be pursued.

GBCI is a tobacco free institution. No tobacco, tobacco products, matches, lighters or other incendiary devices are allowed. No audio or video recording devices, including but not limited to cameras, dictation equipment, cell phones or pagers, are allowed.

**Arrival at Green Bay Correctional Institution**

**General:**

Upon your arrival at the GBCI Lobby, you must fill out a Request to Visit Offender, DOC-176A. You will not be permitted to stay or loiter in the Lobby area, unless you are waiting to enter the institution.

Only nitroglycerin and inhalers will be allowed to enter the institution. The visitor must notify the Lobby officer. The visitor must turn in the medication to the Officer at the visiting desk. Other medications must be approved by the Shift Commander.

Individuals are to conduct themselves in an appropriate and courteous manner and comply with rules and instructions.

The visiting week begins on Monday. No visiting forms will be processed 1 hour prior to the end of visiting – 10:00 a.m., 3:00 p.m., and 8:00 p.m.

Visiting time cannot be carried over from morning to afternoon or from afternoon to evening. Any portion of a visit shall be counted as a full visit and will be deducted from the number of visits allowed per week. Each block of visiting time constitutes a separate visit.

**Identification of Visitors**

Individuals age 16 and over must provide picture identification. The only acceptable forms of identification are: valid State Driver's License, current State Picture Identification Card., Department of Transportation (Motor Vehicle Department) Identification Card, Current Passport, County Welfare Department Picture Identification Card, or Military Identification Card (if currently in active service).

### **Metal Detector**

All persons must successfully pass through the metal detector. In order to expedite the entrance process, visitors are cautioned and should avoid wearing excessive jewelry and clothing with metal attached or sewn in. The scanner is sensitive to all metal contained in these items, e.g., underwire bras, bib overalls, metal buttons, bobby pins, buckles, snaps. Visitors who are unable to clear the metal detector due to wearing an underwire bra will be provided the opportunity to remove the bra, attempt to clear the metal detector, and place bra back on.

If you have a medical problem that prevents you from passing through the metal detector (e.g., pacemaker or other medical implants), you must obtain written verification of such from your doctor. This must identify the inmate, state there is a medical device in place, what part of the body will set off the metal detector, and whether the medical problem is temporary or permanent. The document must be sent directly from your doctor to the Security Director for approval prior to visiting.

It is the visitor's responsibility to clear the scanner. Failure to successfully clear the metal detector after three (3) attempts will result in the visit being denied.

### **Dress Code**

The dress code has been developed to ensure a safe and secure visiting area that is conducive to a family atmosphere.

The following apparel is considered inappropriate for any visitor (men, women, and children) and will result in the denial of visits:

1. Transparent/translucent clothing;
2. Shorts which are shorter than fingertip length, (i.e., visitor standing naturally with arms straight down the side of the body and fingertips extended);
3. Skirts or dresses shorter than fingertip length plus three inches;
4. Strapless tube and halter tops and dresses;
5. Tops and dresses which expose the midriff (front and/or back);
6. Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights or leotards; swimming suits;
7. Underwear worn on the outside;
8. Clothing with revealing holes, slits or tears above fingertip levels (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended);
9. Clothing or accessories with obscene or profane writing, images or pictures;
10. Gang related clothing, shoes, logos or insignia;
11. Footwear must be worn.

### **Visiting Regulations**

You may visit an inmate only if you are on his list of approved visitors. Each inmate is permitted to designate 12 adults. Minor children must also be listed on the inmate's visiting list.

Children under the age of 18 must have written approval of a non-incarcerated custodial parent or legal guardian, or a court order directing the visit, and their names must appear on the approved visitors list.

A custodial parent, or authorized adult who is on the approved list, shall accompany visitors who have not attained their 18<sup>th</sup> birthday, unless the visitor is the spouse of the inmate.

Failure to follow the entrance guidelines may result in denial of entry into the institution. Failure to follow the visiting rules may result in the termination of the visit by the Security Supervisor and possible further administrative action of termination or suspension of your visiting privileges by the Security Director.

### **Items Permitted in the Visiting Area**

- Clear coin purse or clear plastic bag;
- Money - \$15.00 limit - Change machine in Visiting Room is for \$1, \$5 and \$10 only.
- Identification cards;
- Infant seat, pacifier, teething toy, 2 diapers, and small amount of wipes in clear bag, clear bottle or spill proof cup;
- Religious materials (Pastoral visits only).

**Behavior in the Visiting Area**

- There shall be no loud talking or boisterous behavior in the visiting area.
- Parents are responsible for supervising children accompanying them on a visit.
- Visiting is a family affair and unrestrained or continued physical affection is not allowed. Kissing and embracing is only allowed at the beginning and end of your visit, with a ten-second limit. Unrestrained or inappropriate displays of affection can result in the termination of your visit.
- Inmates are not permitted to handle money, or pass or exchange items during a visit.
- Visitors are not allowed to leave the visiting area, except to use the designated rest room. If you exit the Visiting Room for any other reason, your visit will be considered complete.
- Visitor and inmates must remain at their assigned tables during a visit. You are not permitted to visit with other inmates or visitors.
- Visitors and inmates are required to leave the visiting area promptly upon termination of the visit.
- It is the responsibility of visitors and inmates to know and obey all the rules made available to them by written, posted, or verbal direction.

**Inmate Status**

For visiting purposes, inmates are identified by their status:

- RESTRICTED:** Inmates in the general population with No Contact Visit restriction.  
**SEGREGATION:** Inmates in TLU, Adjustment or Program Segregation, Disciplinary Separation, Protective Confinement, or Administrative Confinement in the Segregation Building or the Treatment Center.  
**DENIED:** Inmates in Controlled Segregation or Observation Status without the prior approval by the Warden.  
**UNRESTRICTED:** Inmates in general population.

**Visiting Hours**

<b>VISIT STATUS</b>	<b>LOCATION OF VISIT</b>	<b>MONDAY through FRIDAY</b>	<b>SATURDAY and SUNDAY</b>	<b>NUMBER &amp; LENGTH of VISITS PER WEEK</b>
<b>*RESTRICTED</b>	Visiting Room Booths	1:00 pm to 4:00 pm 6:30 pm to 9:00 pm	8:00 am to 11:00 am 1:00 pm to 4:00 pm	One visit of 1 hour - Mon. – Fri. One visit of 1 hour - Sat. or Sun.
<b>**ADMINISTRATIVE CONFINEMENT</b>	Video Booths	6:30 pm to 9:00 pm	8:00 am to 11:00 am 1:00 pm to 4:00 pm	One visit of 1 hour - Mon. – Fri. One visit of 1 hour - Sat. or Sun.
<b>**SEGREGATION</b>	Video Booths	6:30 pm to 9:00 pm	8:00 am to 11:00 am 1:00 pm to 4:00 pm	Per Status
<b>UNRESTRICTED</b>	Visiting Room	1:00 pm to 4:00 pm 6:30 pm to 9:00 pm	8:00 am to 11:00 am 1:00 pm to 4:00 pm	Four visits per week Visit week is Monday-Sunday Two hour limit on Sat. & Sun. with limit of one visit each day

All visits with the asterisk require prior scheduling in order to visit. You must contact the institution 2 working days before you want to visit. Call between 8 a.m. and 4 p.m. on Monday through Friday. For (\*) in table, contact (920) 432-4877, ext. 224 or for (\*\*segregation visit), ext. 534.

For all statuses, except "Unrestricted," the number of visitors per visit is limited to 2 visitors. Unrestricted status inmates are allowed up to 7 visitors, including children under 18.

Visit Overcrowding - On some occasions, the Security Supervisor may end your visit early (after 1 hour has passed) in the event the Visiting Room is full, and there are still visits waiting to get in.

Holiday Visits - Follow the weekend schedule. Holidays include New Years Eve and New Years Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day,

SPECIAL NEEDS VISITS - Due to the age of this facility, our ability to provide visits for persons in wheelchairs or who cannot climb a large number of stairs is limited. In order to provide an opportunity for a meaningful visit, we ask that you contact the institution at least two (2) working days prior to visiting, so that we can provide your visit in an accessible building. Call between 8 a.m. and 4 p.m. on Monday through Friday. For (\*) in table, contact (920) 432-4877, ext. 224 or for (\*\*segregation visit), ext. 534.

### APPROVED INMATE PROPERTY

Family and friends may only order from approved companies. Items designated as medium security institutions are not allowed. You are encouraged to check with the inmate prior to placing an order as there are limits on the number of each item an inmate may possess. Approved companies are:

Jack L. Marcus 5300 West Fond du Lac Ave. Milwaukee, WI 53216-1348 Phone 800-236-2611 or 414-438-4999 Fax 800-643-9992 or 414-438-4978 <a href="http://www.JLMarcusCatalog.com">www.JLMarcusCatalog.com</a>	Walkenhorst's 1774 Industrial Way Napa, CA 94558 Phone 800-660-9255 Fax 707-255-1974 <a href="http://www.walkenhorsts.com">www.walkenhorsts.com</a>	Access Securepak 10880 Lin Page Place St. Louis, MO 63132 Phone 800-546-6283 Fax 866-754-2813 <a href="http://www.wisconsinpackages.com">www.wisconsinpackages.com</a>	Union Supply Company, Inc. WI Inmate Package, Dept. 500 P.O. Box 309 Groveport, OH 43125-0309 Phone 866-402-0644 Fax 866-402-5085 <a href="http://www.wiinmatepackage.com">www.wiinmatepackage.com</a>
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### INMATE CORRESPONDENCE/PACKAGES

Incoming correspondence (no funds) **via U.S. Mail only** should be addressed as follows or it may be returned to sender:

Inmate Name and DOC Number  
Green Bay Correctional Institution  
**P. O. Box 19033**  
Green Bay, WI 54307-9033

Funds received must be received in the form of a **money order or Cashiers Check**. Funds for inmates must be received **via U.S. Mail only** and must be addressed as follows:

Inmate Name and DOC Number  
Green Bay Correctional Institution  
**P.O Box 19028**  
Green Bay, WI 54307-9028

Sending a package via UPS or other commercial carrier, the street address you must use is as follows: (the post office will not deliver to the street address)

Inmate Name and DOC Number  
Green Bay Correctional Institution  
2833 Riverside Drive  
Green Bay, WI 54301