

## GREEN BAY CORRECTIONAL INSTITUTION

7/20/10

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 traffic light 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 traffic 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.

No persons or animals are permitted to be left unattended in vehicles.

#### Arrival at Green Bay Correctional Institution

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, inhalers and epi-pens 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. The medications are to be used at the officer's station in presence of security staff. 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. There are no visits on Wednesdays. 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 photo identification. The only acceptable forms of identification are: valid State driver's license, valid Department of Transportation identification card, valid passport or visa, valid military identification card or valid tribal ID (if it provides a photo). Amish visitors are referred to DAI Policy 309.06.01.

#### Metal Detector

Visitors will be permitted three attempts to successfully pass metal detection. 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 metal detector 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.

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If you have a medical appliance/assistive device that prevents you from passing through the metal detector, you must obtain written verification of such from your doctor. The visitor must complete his/her portion of a DOC-2424 and provide to his/her medical professional to complete and send via fax or mail to the Security Director/designee for review and approval/denial. The medical professional must specify the type of assistive device, the location of the medical appliance and whether or not it is permanent. After investigation and verification, the Security Director/designee will approve/disapprove and complete the DOC-2424 to be distributed. See DAI Policy 309.06.02, Visitor Entrance-Special Needs, for more specifics.

It is the visitor's responsibility to clear the metal detector. Failure to successfully clear the metal detector after 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 unacceptable for any visitor (men, women, and children) and will result in the denial of visits:

1. Transparent/translucent clothing;
2. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended;
3. Skirts or dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended;
4. Strapless, tube and halter tops and dresses;
5. Tops and dresses that expose the midriff (front and/or back);
6. Spandex or Spandex-like and Lycra or Lycra-like clothing (any);
7. Exposed underwear;
8. Clothing with revealing holes, slits or tears;
9. Clothing or accessories with obscene or profane writing, images or pictures;
10. Gang related clothing, shoes, logos or insignia;
11. Any clothing that may have the potential to cause a disruption;
12. Footwear must be worn at all times.
13. Acceptable attire must be worn at all times.

**Visiting Regulations**

You may visit an inmate only if you are on his list of approved visitors. Each inmate is permitted to designate up to 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.

An adult, who is on the approved visiting list, shall accompany any visitor who has not reached 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**

- Small change in a clear plastic bag. (Coins only not to exceed \$15.00 per adult visitor). A change machine is available in the waiting area.
- Identification cards
- Infant seat, 1 pacifier, 4 diapers, 2 baby blankets, and small amount of wipes in clear bag, 2 clear plastic bottles or spill proof cups
- Comb, pick or brush limited to one for each visitor
- 1 coat and 1 pair of gloves for each visitor
- Headwear (provided it doesn't conceal identity)
- 1 institution locker key
- Inhaler, nitro pills (no bottles), epi-pen, etc.
- 5 tokens for pictures
- Religious materials (Pastoral visits only)

**Behavior in the Visiting Area**

1. There shall be no loud talking or boisterous behavior in the visiting area.
2. Visitors are responsible for supervising children accompanying them on a visit at all times.
3. 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 10-second limit. Unrestrained or inappropriate displays of affection may result in the termination of your visit.
4. Children of an inmate who are age 5 or under, may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by institution staff.
5. Inmates are not permitted to handle money, tokens, or use the vending machines, or pass or exchange items during a visit.
6. Visitors are not allowed to leave the visiting area, except to use the designated restroom. If you exit the Visiting Room for any other reason, your visit will be considered complete.
7. Visitor and inmates must remain at their assigned tables during a visit. Visitors and inmates are not allowed to request what table to be seated at. You are not permitted to visit with other inmates or visitors. Chairs will not be moved. Visitors and inmates will be required to be seated across the table from each other.
8. Visitors and inmates are required to leave the visiting area promptly upon termination of the visit.
9. 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.
10. Hair styling of any kind is not permitted.
11. Minors (under the age of 18) must be accompanied by an adult visitor when leaving the visiting room. If a visitor leaves the visiting room for any reason other than use of the restroom, the visit will be considered terminated, and the visitor will not be allowed back into the Visiting Room.
12. One of the conference rooms adjacent to the large visiting area is available, if a mother desires privacy while breastfeeding.

**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**

VISIT STATUS	LOCATION OF VISIT	MONDAY, TUESDAY THURSDAY, FRIDAY <u>NO VISITS: WEDNESDAYS</u>	SATURDAY and SUNDAY	NUMBER & LENGTH of VISITS per WEEK
<b>*RESTRICTED</b>	Visiting Room Booths	1:00 pm - 4:00 pm 6:30 pm - 9:00 pm	8:00 am - 11:00 am 1:00 pm - 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 - 9:00 pm	8:00 am - 11:00 am 1:00 pm - 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 - 9:00 pm	8:00 am - 11:00 am 1:00 pm - 4:00 pm	Per Status
<b>UNRESTRICTED</b>	Visiting Room	1:00 pm - 4:00 pm 6:30 pm - 9:00 pm	8:00 am - 11:00 am 1:00 pm - 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 asterisk require prior scheduling for visit. You must contact the institution 2 working days before you want to visit. Call between 8 a.m. & 4 p.m. on Monday - Friday. For (\*) in table, contact 920-436-3224 or for (\*\*) segregation visit, 920-436-3262.

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 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) 436-3224 or for (\*\*) segregation visit, 920-436-3262.

### 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 only 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 10044**  
Green Bay, WI 54307-0044

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