

VISIT ENTRANCE PROCEDURES

1. Please be sure to park in the designated area. All vehicles must be locked while parked in JCI parking lot. Special parking spaces have been provided (Marked by handicapped signs) for visitors who have a physical disabilities and have license plates or state approved display cards that authorize handicapped parking.
2. Only visitors on the inmate's approved list shall be permitted to visit the Inmate. This includes adults and minors.
3. The maximum number of visitors will not exceed six (6) adults and their Minor children for a single visit, not to exceed a total of twelve (12) visitors.
4. The visiting week begins on Wednesday and ends the following Tuesday. The inmate is allowed 3 visits per week with 1 of those being on a weekend. There is no visiting on the 2nd Thursday of each month.
5. All visitors age sixteen (16) and older, must provide identification. The only acceptable forms of identification are:
 - a. State driver's license (out-of-state also)
 - b. State picture ID (out-of-state also)
 - c. Current passport
 - d. County Welfare Department picture ID
 - e. Military ID (if currently in active service)
6. Lockers are provided in the Lobby for placement of purses and other items not allowed in the Institution. Tokens are available from the Lobby Officer. We recommend that purses be locked in your vehicle; the Institution is not responsible for personal property left in vehicles or Lobby lockers. Purses and/or billfolds are not allowed in the visiting room. Cell phones and pagers left in lockers must be turned off.

General Population Visits

Visiting Hours:		
Monday thru Friday	2:45 PM - 8:45 PM	3 hour visit
Saturday and Sunday	8:00 AM - 3:45 PM	2 hour visit
Holidays	8:00 AM - 3:45 PM	2 hour visit

**NO ADMITTANCE during the following count times:
12:00 PM (weekends) and 4:15 PM (weekdays) until count clears.**

Holidays are:	
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Segregation Visits

Visiting hours are from 8:00 a.m. to 11:00 a.m. on weekdays (Monday through Friday), and 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:45 p.m. on weekends (Saturday and Sunday) and holidays. Visitors will not be admitted after 3:15 p.m. on Saturday, Sunday, and holidays. Inmates in TLU or Observation status shall receive three (3), one (1) hour visits per week, only one of such can be on a weekend. All Observation visits must have the approval of the Warden. Inmates in Adjustment Segregation or Program Segregation are allowed only one (1) one (1) hour visit per week. No more than three (3) adult visitors may visit at a time. Children are not allowed in the segregation visiting area.

7. No food items may be carried into the Institution. The NorthWoods Café and vending machines are available in the visiting area. There is a change machine in the Lobby for single and five-dollar bills only. There is not a change machine in the visiting area. (Institution staff will not make change.) Money allowed in the Visiting Room is limited to \$20.00 per adult visitor. To purchase food from the café, the money must be in the inmate's account prior to the day of the visit.
8. Visitors wishing to deposit funds in an inmate's account the day of a visit, must make the deposit prior to the visit. The staff member at the Lobby Check-In station will accept cashiers checks or money orders only, (NO CASH or PERSONAL CHECKS). A receipt will be provided for the amount to be deposited. Funds received in the Lobby will not be deposited to the inmate's account until the next business day, and will not be available for the inmate's use until recorded in his account.
9. Visitors requiring medication must notify both the Lobby Sergeant and the Visiting Room Sergeant. Medication will not be allowed in the Visiting Room, unless it is imperative that the medication be near you. It will be kept at the Officer's Station in the Visiting Room where it can be obtained if necessary.
10. Visitors may bring the following items into the Visiting Room:
 - a. Coins and/or bills, not to exceed \$20.00 limit set in #7 above
 - b. 3"x 5" coin purse without straps.

- e. a comb, a pick, and/or brush
- f. up to three baby blankets
- g. up to four diapers
- h. up to two plastic baby bottles with formula in bottles prior to entering the Institution.
- i. a hand-held baby seat
- j. diaper wipes
- k. a pacifier

Diaper bags are not permitted into the Institution. Diapers, individual wipes, and plastic bottles for babies should be carried in a sack. No toys, rattles, or sippy cups allowed.

- 11. Cameras are not permitted in the Visiting Room, however, photos may be purchased through the JCI Photo Project. Inmate must have funds in his account prior to the day of the visit to cover the cost of the photos.
- 12. Drugs, alcohol, tobacco, ignition devices, and weapons are not permitted in the Institution. Persons found to be attempting to bring any of those items into the Institution are subject to prosecution. **A felony conviction could be the result of this activity.** Persons exhibiting signs of intoxication will not be allowed to enter the Institution.
- 13. This is a tobacco free institution and therefore no tobacco products are allowed. Please keep tobacco and related products in your vehicle.

NOTE: Because the presence of contraband in the Institution causes major security/safety breaches, trained dogs are used by the prison administration to detect and prevent the entrance of contraband and drugs into the Institution. These dogs could be present anywhere on the Institution property, including the parking lot, administration building, reception area/lobby, visiting room, or elsewhere in the Institution.

- 14. No reading materials or other papers may be brought in without prior approval of the Security Department. Only Income Tax Forms, which need to be signed, may be brought in on visits. The Inmate will be called up to sign the forms, which will be kept at the Officer Station and returned to the visitors at the end of the visit.

NOTE: All other legal material entering or leaving JCI will be sent through U.S. Mail only.

- 15. Pets are not permitted in the institution except for the visually impaired.

An animal may remain in a vehicle on institution grounds provided there is no perceived risk to the animal's health, no risk to others, and the animal is not causing a disruption

- 16. Children cannot be left unattended in the entrance lobby or parking lot. Any child sent back to the lobby or to the car must be accompanied by an adult. Visitors who are not on the visiting list, and/or are not given access to JCI Visiting Room will not be allowed to wait in the JCI lobby or parking lot.
- 17. All visitors must pass through and clear the metal detector. To expedite the entrance process, visitors should avoid wearing clothing with metal attached (buckles, snaps, metal buttons, bib overalls) and refrain from wearing excessive jewelry. The metal detector is also sensitive to wire in undergarments. Any visitor, who has a medical condition, i.e., metal pin in leg, etc. must provide a medical verification from a doctor, per Institution policy, **BEFORE BEING ALLOWED ENTRANCE.** This medical verification must be sent to the Security Director prior to the visit. No exceptions. Any visitor attempting entrance into the Institution in a wheelchair must pass entrance procedures and will be allowed only to visit in an Institution wheelchair to be provided by JCI. Individuals who have specially designed or equipped wheelchairs must submit medical documentation from a doctor to verify the need prior to the visit. Every consideration will be extended to accommodate the visitors, in keeping with security concerns for the Institution.
- 18. The visiting area at JCI stresses a "family" atmosphere, as friends and family are of all ages. The following apparel is considered inappropriate and will result in the denial of visits: (DOC-309, IMP #33; Effective 04/12/93)
 - a. transparent clothing
 - b. swimming suits
 - c. shorts which are shorter than fingertips + 3 inches in length (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended.)
 - d. skirts or dresses shorter than fingertip length, + 3 inches.
 - e. tube, halter, and strapless tops and dresses
 - f. tops which expose midriff (front and back)
 - g. underwear worn on the outside or exposed is considered inappropriate
 - h. blouses, shirts, and dresses which are low-cut, also skirts with revealing slits.
 - i. spandex/spandex-like and lycra/lycra-like athletic pants, aerobic/exercise tights, leotards, or button/snap sided (tear-away) sweat/wind pants.
 - j. clothing with revealing holes or tears above fingertip level (see "c" above)
 - k. clothing or accessories with obscene or profane writing, images, or pictures.
 - l. gang or club-related clothing or insignia indicative of gang affiliation- this includes, but is not limited to motorcycle jackets bearing club logos.

All visitors; men, women, and children must wear shoes for the entire visit. Shower thongs are not considered shoes.

19. The following items for an inmate may be brought on a visit and left at the Lobby to be processed by the Lobby and Property Officers.
 - a. Wedding ring- limit 1 (no other)
 - b. Boxed release clothing (within 30 days of release ONLY).
20. Visitors are not allowed beyond the Visiting Room.

General Information	
JCI Phone #	(715) 284-4550
JCI Fax #	(715) 284-7335
JCI Addresses	
Inmate Mail:	Inmate's Name & DOC # Jackson Correctional Institution PO Box 233 Black River Falls, WI 54615
Packages:	Inmate's Name & DOC # Jackson Correctional Institution N6500 Haipek Rd. Black River Falls, WI 54615
Money Orders/ Cashiers Check:	Inmate's Name & DOC # Jackson Correctional Institution PO Box 116 Black River Falls, WI 54615

DO's AND DON'Ts of the VISITING ROOM

1. Excessive displays of affection are not permitted. You may embrace and kiss at the beginning and end of each visit. Any other physical contact will be limited to hand holding only.
While seated, visitors and inmates must remain seated directly across from each other during visit. This includes both Inside and Outside visiting areas.
2. Whether visits are outside or inside, parents/inmates are responsible for the supervision of their children. Inmates may hold their minor children in an appropriate manner. Visits may be terminated due to unruly children.
3. All outside visits will take place by the tables, and there will be no moving of tables, inside or outside, without staff approval. Inmates and visitors will sit across from one another while seated at the picnic tables. You may not sit on the tabletops or straddle the benches, nor will visitors be allowed to sit on the ground. The outside area closes when the outside lights come on.
4. Visiting with anyone not sitting at your table is not allowed.
5. The visiting room restaurant does not accept cash. All food purchases from the restaurant will be made using a money transmittal from the inmate's account. **ONLY POSTED AMMOUNTS CAN BE USED.** There will be no exceptions. Orders for food will be placed with the restaurant workers, and the money transmittal will be verified by the visiting room officer prior to receiving services. Plan ahead. Only authorized staff and inmates may enter the training kitchen area for any reason.
6. All food items purchase in the visiting room must be consumed in the visiting area. No food will be allowed out of the visiting room.