

KETTLE MORAINÉ CORRECTIONAL INSTITUTION

P.O. BOX 31
PLYMOUTH, WI 53073-0031
TELEPHONE (920) 526-3244

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.

VISITING HOURS:

**NO ADMITTANCE FROM 4:30 P.M. - UNTIL "COUNT" CLEARS
AND
NO ADMITTANCE 30 MINUTES PRIOR TO THE END OF VISITING HOURS**

Weekdays: 3:00 p.m. - 8:30 p.m. (Limited to 3 hours in length)
Saturdays, Sundays, and Holidays: 8:00 a.m. - 3:45 p.m. (Limited to 2 hours in length)

NOTE: General Population Inmates are allowed a total of **3 visits per week**. The scheduled visit week begins Wednesday and ends on Tuesday. **Please verify with the offender prior to visitation if he has met his limit so that you will lessen your chance for denial.** From the 3 visits allowed per week, there is a limit of one visit per day and only one visit per weekend.

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."

The institution will actively investigate and prosecute any individuals bringing drugs into this prison. KMCI is committed to maintaining a drug-free institution. 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.

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.
- ◆ **No weapons, alcohol or illegal drugs** are allowed on state property.

- ◆ 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 to visitation, but is waiting for visitors that are approved, must park in the "designated" areas in the upper parking lot. No loitering in the parking lot area. No loud car radios/boom boxes. No picnic/tailgate parties. No horseplay.
- ◆ Verbal communication, waving, sounding, and/or blinking headlights to signal inmates is **prohibited**.
- ◆ Disabled/stalled vehicles must be reported to Gatehouse Officer 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.

GENERAL

Upon your arrival at the KMCI Visit Shelter/Gatehouse, you must fill out Request to Visit Offender form. You will not be permitted to stay or loiter in the Gatehouse, unless you are waiting to enter the institution. Secured lockers 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 are to conduct themselves in an appropriate and courteous manner and comply with rules and instructions.

IDENTIFICATION

Individuals age 16 and over will be required to provide current picture identification (State Drivers License, State picture ID card, Department of Transportation (Motor Vehicle Dept.) picture ID card, County Welfare Department picture ID card, Military ID card, passport). 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 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. 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. Visitors with pacemakers or other medical implants, which will affect the metal detector, must mail verification from a doctor 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. It is the visitors' responsibility to clear the metal detector. You will be given three attempts to successfully pass the metal detector, staff must deny admission to those individuals who are not able to do so.

SPECIAL ACCOMMODATIONS

It is the visitors' responsibility to 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. Individuals should request these accommodations at least 24 hours in advance by calling the Security Office at (920) 526-3244.

ALLOWABLE ITEMS

Only the following items may be brought in for your use while visiting: Baby food/formula (2), one change of baby clothes, baby wipes/baby powder (1), receiving blanket (1), coat, hat,

gloves, umbrella, small change purse (3"x5" maximum) or clear plastic bag, legal material, comb, and personal medication (must notify officer).

There is a \$10.00 maximum amount of money allowed to be brought in for use on the visit (loose change, singles, or five-dollar bills) per adult/16yr or older. Visitors may bring in a single check to purchase a hobby item, this will be noted on the visiting slip. 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 in the institution.

- ◆ Transparent 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 a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance).
- ◆ Strapless, tube, and halter tops.
- ◆ Tops which expose the midriff.
- ◆ Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights or leotards.
- ◆ Underwear worn on the outside.
- ◆ Clothing with revealing holes or tears above the fingertip level (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended).
- ◆ Clothing or accessories with obscene or profane writing, images or pictures.

Individuals wearing gang or club related clothing or insignia will be denied entrance into the institution. This includes, but is not limited to, motorcycle jackets bearing club logos and footwear.

These restrictions apply equally to men and women.

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

Larry L. Jenkins
Warden

Updated 01.31.05
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