

PRAIRIE DU CHIEN CORRECTIONAL INSTITUTION (PDCI)
500 EAST PARRISH STREET
PRAIRIE DU CHIEN, WI 53821-9900
608-326-7828

VISITOR ENTRANCE GUIDELINES

Driving directions can be obtained at www.wi-doc.com

The following guidelines have been established to inform visitors intending to enter PDCI. Please read these guidelines carefully and keep for future reference. Failure to comply with these guidelines will result in denial of entrance or removal from PDCI.

VISITING HOURS

Tuesdays, Thursdays, and Fridays:	5:00PM – 8:30PM	3 hour limit
Saturdays, Sundays, and Holidays:	11:00AM – 4:00PM	2 hour limit

Visits may be extended up to 2 hours with the approval of the Security Director AND if the visiting area is not at full capacity; the inmate must submit a Special/ Extended Visit form prior to the visit. Offenders are permitted only 1 visit per day, 3 per weekday/1 per weekend for a total of 4 visits per week. **Recognized holidays:** New Year's Day*, Martin Luther King, Jr. Day, Memorial Day, Independence Day*, Labor Day, Thanksgiving, Christmas Eve, Christmas Day*, New Year's Eve. *If the day falls on a Sunday, visiting will be allowed on Monday.

There will be no admittance into the institution ½ hour prior to the end of visiting hours.

SPECIAL INFORMATION

Wisconsin State Statute 302.095 prohibits delivery of any article to an offender in a state prison, depositing or concealing an article within a state prison or its boundaries or receiving an article to convey out of the institution that is contrary to the rules or without the knowledge / permission of the Warden. Any person found in violation may be guilty of a class I felony.

In addition, Wisconsin State Statutes 961.49 and 961.495 prohibit the possession, delivery or distribution of a controlled substance on or within 1000 feet of a correctional facility. **PDCI is committed to maintaining a drug-free institution** and will actively investigate and prosecute any individuals bringing drugs into this facility. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. **Anyone exhibiting signs of intoxication will not be allowed to enter PDCI.**

PARKING AT PDCI

1. Park in the lot to the north of the facility (Parrish Street). Parking spaces nearest the gatehouse are provided for visitors who have a physical disability; vehicles must have license plates or state approved display cards that authorize handicapped parking.
2. Minor children cannot be left unattended in the Gatehouse or parking lot. An adult must accompany children returning to the gatehouse. Law enforcement will be summoned if problems arise.
3. No weapons, illegal drugs, or alcohol are allowed on state property.
4. Remove your keys and lock your vehicle. Windows must be shut, although in hot weather, windows may be left open no more than 1 inch.
5. A pet animal may remain in a vehicle on institution grounds provided there is no perceived risk to the animal's health, there is no risk to others, and the animal is not causing a disruption.
6. Anyone denied entrance must leave state property immediately.
7. No littering, loitering, or horseplay in the parking lot area. No one is allowed to remain on state property to wait for other persons who are visiting. No loud car radios/boom boxes or picnics/tailgating.
8. Verbal communication, waving, sounding vehicle horns, or blinking headlights to signal offenders is strictly prohibited. No photos of the institution may be taken.
9. Disabled/stalled vehicles must be reported to the 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.
10. PDCI is a tobacco-free facility. Tobacco use is not allowed anywhere on state property including the parking lot. Visitors will be expected to extinguish cigars/cigarettes and halt other tobacco use before entering the lot.

ARRIVAL

Only visitors on the approved visitor's list may enter the institution. The maximum number of visitors will not exceed 6 adults and 6 minors for a single visit. Upon arrival, you must fill out a "Request to Visit Offender" form. You will be asked to provide picture identification and will need to place it into a plastic sleeve that clips to your clothing; your ID must be displayed during your visit. Your hand will be stamped and you will be required to show this stamp upon exit.

Cell phones, pagers, tobacco products, lighters, matches, pocketknives, and weapons are not allowed in the institution. Secured lockers are provided in the gatehouse for items that may not be carried into the institution (including wallet and keys). Individuals should demonstrate appropriate and courteous conduct and comply with all rules and instructions.

IDENTIFICATION

Individuals 16 years and older are required to provide picture identification (Driver's License, DOT ID card, State ID card, County Welfare Department Picture ID card, active Military ID card, or current passport). An adult on the approved visitor list must accompany any person under the age of 18, unless the minor is the inmate's spouse. Amish visitors who do not have a photo ID may contact the institution to arrange authorization.

METAL DETECTOR

All visitors must pass through and clear the metal detector. In order to expedite the entrance process, **please avoid wearing excessive jewelry or clothing with metal attached (i.e. large metal buckles, snaps, or buttons, bib overalls, underwire bras, etc.)** Anyone wearing an underwire bra will be allowed to remove it in a changing area; the garment must be placed into a clear plastic bag to allow for visual inspection. After clearing the metal detector, the visitor will be allowed replace the garment and proceed to the visiting area.

It is the visitor's responsibility to clear the metal detector. Visitors will be given three attempts to successfully pass through the metal detector. The Gatehouse staff will deny admission to those individuals who are not able to do so.

SPECIAL ACCOMMODATIONS

Anyone requiring special accommodations for a visit due to a disability/special need must make a request at least 24 hours in advance of their proposed visit by contacting the Security Program Assistant at (608) 326-7828 ext. 2313 during regular business hours. Such visits may be scheduled outside regular visiting hours at the institution's discretion.

Visitors with pacemakers or medical implants which may affect the metal detector, must present verification signed by a doctor to security for approval prior to a visit (the document may be kept on file at PDCI). Visitors in wheelchairs must pass through the metal detector and transfer to an institution wheelchair, unless prior arrangements have been made with security.

ALLOWABLE ITEMS

No purses, paper money, cameras, or diaper bags may be brought into the institution. Personal medication must be turned over to staff and will be kept readily available at the Visiting Officer's station. Prescription glasses for offenders (with the prior approval of the Health Services Unit) may be brought in on a visit and will be processed by the Gatehouse staff and Property Sergeant. No other items may be brought to give to an offender.

Only the following items may be brought in for your use while visiting (must pass through x-ray):

Coat, hat, gloves		1 infant outfit
1 hand-held baby seat	1 Comb/pick/brush	2 baby food
1 pacifier	4 diapers	2 baby bottles
1 baby wipes (small package)	1 baby powder	3 receiving blankets
Small change purse (3"x5" maximum)	\$20 (in change only) <i>Change machine available in lobby</i>	

No food items may be brought into the institution. Vending machines are available in the visiting room. Inmates are not allowed to carry money of any kind, but may receive food items purchased by visitors from the vending machines.

ATTIRE

The dress code has been developed to ensure a tasteful and wholesome family atmosphere in the visiting room at PDCI. The following apparel is considered inappropriate and will result in denial of entry into the institution:

1. Transparent clothing;
2. Shorts less than fingertip length (i.e. visitor standing naturally with arms straight down the side of the body and fingers extended);
3. Skirts or dresses less than fingertip length plus three inches, or skirts with revealing slits (as stated above);
4. Strapless, tube and halter tops or dresses, or tops/dresses which expose the midriff;
5. Blouses, shirts, and dresses which are low cut (at the discretion of PDCI staff);
6. Swim suits, tight fitting athletic or stretch pants, aerobic/exercise tights or leotards;
7. Underwear worn outside other clothing;
8. Clothing with revealing holes, slits, or tears above fingertip level (as stated above);
9. Clothing or accessories with obscene or profane writing, images, or pictures;
10. Gang or club-related clothing or insignia indicative of gang affiliation or use of alcohol or drugs. This includes, but is not limited to, jackets, shirts, and footwear bearing club logos;
11. Hats/headgear may not conceal identity; a woman who conceals her face for religious purposes must arrange a special visit (see Special Accommodations above).
12. Footwear is required.

These restrictions apply equally to men, women, and children.

Failure to comply with these guidelines will result in denial of entrance or removal from PDCI.