

**REDGRANITE CORRECTIONAL INSTITUTION (RGCI)  
VISITOR GUIDELINES  
920-566-2600**

<u>Street Address</u>	<u>Inmate Mail</u>	<u>Inmate Funds</u>	<u>Staff Mail</u>
1006 Co. Rd. EE Redgranite, WI 54970	Redgranite Correctional Inst. PO Box 925 Redgranite, WI 54970- 0925	Redgranite Correctional Inst. PO Box 1000 Redgranite, WI 54970- 1000	Redgranite Correctional Inst. PO Box 900 Redgranite, WI 54970- 0900

**DIRECTIONS**

**From Madison:** Take Hwy 90-94 west to Hwy 51-39 north to Hwy 21 east (Coloma exit) to Redgranite (you will go through Wautoma on Hwy 21). At the stoplight in Redgranite take Cty Rd. E north to Cty Rd EE to RGCI.

**From Milwaukee:** Take Hwy 41 north to Hwy 21 west (Oshkosh exit) to Redgranite. At the stoplight in Redgranite take Cty Rd. E north to Cty Rd EE to RGCI

**From Green Bay:** Take Hwy 41 south to Hwy 21 west (Oshkosh exit) to Redgranite. At the stoplight in Redgranite take Cty Rd E north to Cty Rd EE to RGCI.

**VISITING HOURS**

Monday through Friday: 1:00 p.m. to 8:30pm Maximum visiting time is three hours.

Saturdays, Sundays, & Holidays: 8:00 a.m. 3:30 p.m. Maximum visiting time is two hours.

(Holidays include New Years Day, Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve). The Friday after Thursday holidays will also be 8:00am to 3:30pm.

Inmates are permitted only one visit per day with a total of three visits per week (Mon. –Sunday). Only one of the three visits may be on the weekend. (Saturday & Sunday)

Visitors will be allowed into RGCI no earlier than ten minutes before visiting hours.

There will be no admittance into the institution ONE HOUR before the end of visiting hours (7:30pm Mon. – Fri. and 2:30pm Sat. & Sun.)

**ARRIVAL AT REDGRANITE CORRECTIONAL INSTITUTION**

- 1 Handicap spaces are provided for visitors who have a physical disability. Vehicles using the handicap parking spaces must have license plates or state approved display cards that authorize handicap parking.
- 2 Weapons, illegal drugs, and alcohol are not allowed on state property.
- 3 Pets are not permitted on state property, except for those assigned to visually impaired visitors.
- 4 No loitering is permitted in the parking lot area. No one is allowed to remain on state property waiting for other persons who are visiting.
- 5 Anyone denied visitation must leave state property immediately.
- 6 No loud car radios/boom boxes, picnics/tailgate parties, littering or horseplay is allowed.
- 7 Verbal communication, waving, sounding of horns or blinking headlights to signal inmates is strictly prohibited.

- 8 Disabled/stalled vehicles must be reported to the Lobby Sergeant 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.
- 9 Vehicles must be secured (windows rolled up, doors locked). If your vehicle is found unsecured, your visit may be terminated.

Smoking is prohibited on institution grounds, including the parking lot.

#### NO CONTACT/SEGREGATION VISITS

Inmates in segregation and/or under no contact visiting restrictions will be permitted to visit using the audiovisual equipment only. Visiting hours are the same as regular visiting hours but are limited to one hour due to space restrictions. A limit of two adult visitors, maximum of five total visitors is permitted for no contact visits. Visitors may call ahead to determine if an inmate is on a no contact visiting restriction.

#### GENERAL

Upon arrival at the lobby, visitors must complete a Request to Visit Offender Form (DOC-176) Only visitors on the approved visiting list will be permitted to visit. The maximum number of visitors is ten, of which five may be adults. Visitors will not be permitted to stay in the lobby unless waiting to enter the institution. Lockers are provided at no cost for items not allowed in the visiting room. Visitor's hands will be stamped and checked by the Lobby and Visiting Room staff when entering and leaving those areas. Individuals must conduct themselves in an appropriate and courteous manner and comply with all the rules and instructions.

#### IDENTIFICATION

Visitors, sixteen (16) years and older must provide an acceptable, valid/current (within one month of expiration) photo identification each time they request to visit an inmate. Visitors who are not visibly identifiable according to their photo identification provided will not be allowed entry. (Drivers license, state picture ID, Dept. of Transportation/Division of Motor Vehicles ID, County Welfare Department ID, Military ID, passport or immigration card.)

#### METAL DETECTOR

All visitors with the exception of DOC, DOJ employees, law enforcement, judges, DAs, parole commission, Governor and legislators, must pass through and clear the metal detector. In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (such as buckles, snaps, excess jewelry, bib overalls, underwire bras, etc.) Visitors will be denied entry to the visiting room if he/she is unable to successfully pass through the metal detector after three attempts. The visitor may opt for a televisit if unable to clear the metal detector.

#### HANDICAPPED ACCESS TO THE VISITING ROOM

Any wheelchair bound visitor attempting to enter the institution must pass entrance procedures on their own accord and once processed, utilize an institution wheelchair. If wheelchair bound and unable to walk through the metal detector, the visitor must submit a written request to the Security Director to include written verification by a physician. The visitor will then be scanned with a hand-held metal detector while sitting in a plastic chair, into which the visitor has transported him/herself. Upon clearing the hand-held metal detector scan, the visitor will transport him/herself into a wheelchair supplied by RGCI for the duration of the visit.

For those who need to use a wheelchair normally when moving about in public, it is assumed and expected that they can manage to get up and down the walkway using an RGCI wheelchair either

by pushing themselves or being helped by someone who traveled with them. Staff will not assist in pushing these visitors up and down this walkway. A televisit will be the only option if this proves unworkable.

### SPECIAL ACCOMODATIONS

It is the visitor's responsibility to inform the security director/designee of a disability requiring special accommodations. This includes accommodation requests necessary to enter the institution, including the ability to clear the metal detector. Visitors should request these special accommodations at least 48 hours in advance. If unable to clear the metal detector due to medical reasons (such as pacemakers, implants, etc.), the visitor must give the Lobby Sgt. original medical verification providing reason. Visitor will then be hand scanned for this and future visits. The verification will be retained by RGCI.

### PROPERTY ALLOWED IN THE VISITING ROOM

Four baby diapers (disposable).....Two clear baby bottles (plastic)  
Diaper wipes..... One pacifier (clear)  
Three baby blankets.....One clear sipper cup for children  
Plastic baby seat only, no tubular metal  
Tax papers and checks which are to be signed by the inmate.  
\$10.00 in change per visitor for vending machines  
Emergency medication (to be left at the visiting room officer station)

Money for inmates is not accepted on visits, only through the mail.

### VISITOR DRESS CODE

The visiting room at RGCI stresses a "family" atmosphere. The dress code listed below has been developed to ensure a safe and secure environment that is appropriate, tasteful and conducive to a "family" atmosphere.

The following clothing is inappropriate for ALL visitors and will result in denial of entry.

- a. Transparent clothing
- b. Shorts that are shorter than fingertip length (visitor standing naturally with arms straight down the side of the body and fingers extended)
- c. Skirts and 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)
- d. Strapless/ tube/ halter tops or tops which expose the midriff.
- e. Blouses, shirts, dresses, which are low cut.
- f. Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights or leotards, or swimming suits
- g. Underwear worn on the outside
- h. Clothing with revealing holes or tears above fingertip level.. (as stated in c)
- i. Clothing or accessories with obscene or profane writing and/or pictures
- j. Gang/club related clothing or insignia indicative of gang affiliation or use of alcohol or drugs. This includes motorcycle jackets bearing club logos.

**NOTE** : If the Lobby or Visiting Room Sergeants determine that the clothing worn, while meeting the guidelines, still constitutes an inappropriate display, a Supervisor will be contacted for verification and the visit will be denied until the problem is corrected.

Footwear must be worn at all times.

These restrictions apply equally to men, women and children.

**SPECIAL INFORMATION**

Wisconsin State Statute, 302.095, prohibits the delivery of any article to an inmate in 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 two years or a fine not exceeding \$500.00

In addition, Wisconsin State Statute 961.465 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 961.41 (1) or (1m) or both”.

RGCI 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 who exhibits signs of intoxication will not be allowed entrance to RGCI.