

RACINE YOUTHFUL OFFENDER VISITING INFORMATION

Visits are held Monday through Friday from 3:30 p.m. - 8:30 p.m. and Saturdays, Sundays and Holidays from 9:00 a.m. - 3:30 p.m. All visitors must be on the offender's approved visiting list. A maximum of six adults at one time may visit general population offenders. Visitors must be processed no later than 45 minutes prior to the end of visiting hours.

Offenders in General Population are allowed three visits per week, only one of which may be on a weekend. Visits on weekdays may be up to three hours long, but weekend & holiday visits may only last two hours. Due to space limitations, these time frames may be shortened to accommodate other visits. Termination of visits begins once the visiting room is at capacity. First in, first out rule applies.

Segregation offenders are allowed visits, though the number and length of visits vary according to the offender's current status. For main segregation offenders, visitors come to the segregation unit where visits are conducted in the no-contact visiting booths. For south unit segregation offenders, visitors come to the main visiting room where visits are conducted in the no-contact visiting booths. No children, other than the offender's own, may visit in this area.

The first non-holiday Monday each month is reserved for institution training. There will be no visiting on those days. If additional training days are needed, offenders will be notified by memo and are responsible for notifying their visitors.

Any attempt to bring any type of contraband into the institution will be reported to the security supervisor and if it is illegal in nature, outside charges may be filed.

VISITOR IDENTIFICATION AND REQUIREMENTS

All visitors age 16 and older must have appropriate picture identification. ID's must be current, valid, and intact. The only acceptable picture ID's will be:

1. A current State of Wisconsin driver's license
2. A current Department of Transportation ID card (from the state of legal residence).
3. A current passport. Passport must have name, date of birth, and country of residence written in the English language
3. A current Military ID (if currently in active duty).
4. A current Department of Transportation (Motor Vehicle Department) ID card.
(ss 343.50 provides for the issuance of an identification card to all qualified applicants over the age of 16 by the Department of Transportation.
5. A current Workforce Development ID card. (old Welfare cards are not accepted)

No expired identification will be accepted.

Visitors not having the proper ID will not gain access to the institution. There will be no exceptions regardless of how many times you have visited and/or if you feel the staff should automatically know who you are based on past visits.

Visitors with alcohol on their breath, or who appear intoxicated will not be allowed into the institution.

Disruptive or disrespectful behavior will not be tolerated and will result in the visitor being denied admittance into the institution and may also result in a loss of visiting privileges as deemed appropriate by the Security Director.

All visitors, including minors, must be on the offender's approved visiting list. An adult, who is also on the approved visitors' list, must accompany all minors unless the minor is the spouse of the offender.

All visitors entering the institution will be stamped on their right hand with invisible ink. No visitor will be permitted to exit the institution until the lobby staff identifies his/her stamp.

Visitors who are not allowed to visit may wait in the lobby, as long as they are not disruptive. This does not include minor children who, for any reason, may not be left unattended by an adult.

METAL DETECTOR

1. All visitors must clear the metal detector before being permitted to enter the facility.
2. If there is a medical reason a visitor cannot pass the metal detector, he/she will be required get a medical clearance signed by a licensed doctor. The physician must send this document to the Security Director (RYOCF, P.O Box 2200, Racine, WI 53404-0001) using the medical provider's letterhead and must include the name of the offender the individual intends to visit. Until this document is approved, the visitor in question will not be allowed to visit. If the Security Director approves the medical clearance, the visitor will be hand-scanned before entering the visiting room. Approved medical verification documents will be kept on file in the lobby. Pacemaker cards or other cards identifying medical conditions will not be accepted as proof of medical condition
3. Visitors will not be allowed entry when wearing clothing with decorative metal or large metal fasteners (i.e. buckles, snaps, metal buttons, etc.) Visitors must be able to remove or replace clothing that will not pass the metal detector. No one, not even infants, can be disrobed to clear the metal detector.
4. Wire in undergarments and in shoes will not pass the metal detector and should not be worn.

VISITOR ATTIRE

1. Clothing entering the visiting room must be worn in the manner intended. The following outer garments are not allowed in the main visiting room; Coats – winter, Jackets – Spring, Summer, Fall and jogging, hooded and zip up sweatshirts. Sweaters and suit coats will be allowed only after being scanned by staff.
2. RYOCF stresses a family atmosphere and visitors should keep this in mind when selecting clothing to wear for their visit. The following is considered inappropriate and will result in the denial of a visit.
 - a) Translucent clothing
 - b) Shorts which are shorter than finger tip length (i.e. visitor standing naturally with arms straight down the side of the body and fingers extended; shorts should not be above the finger tips.)
 - c) Skirts and dresses shorter than fingertip length plus 3 inches. Should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance. If the item of clothing has a slit, the measurement will be taken from the top of the slit.
 - d) Strapless, tubes and halter tops.

- e) Tops which expose the midriff, standing or sitting. Tops with thin/spaghetti type straps. This includes muscle shirts.
 - f) Spandex/spandex-like, Lycra/Lycra-like pants leggings, skirts, shorts, and tops.
 - g) Underwear worn on the outside (i.e. boxers). or exposed.
 - h) Clothing with revealing holes or tears above finger tip level.
 - i) Clothing or accessories with obscene or profane writing, images or pictures. This includes writing, pictures or symbols that are demeaning or disrespectful to certain individuals.
3. Visitors wearing gang or club-related clothing or insignia may be denied entrance into the facility.
This includes but is not limited to motorcycle jackets and shirts bearing club logos and footwear.
 4. Visitors will not be permitted entrance without footwear.
 5. Visitors must be dressed in appropriate attire, including shirts; if not, they will not be permitted to visit.
 6. Jewelry other than a wedding ring or a single ring, single strand necklace or a single pair of earrings must be removed and left in the visitor's vehicle or lockers before entry.
 7. These rules apply equally to men and women.

The Department of Corrections, under the authority of Wisconsin Administrative Code DOC 309.11 establishes the above dress code.

MONEY / PROPERTY BROUGHT IN ON VISITS

Money may not be brought in on a visit to be deposited in an offender's account. All money for deposit to an offender's account must be sent through the mail and must be in the form of a cashier's check or money order only and mailed to:

RYOCF (offender's name/number) P.O. Box 44398, Racine, WI 53404-7007

No cash or other personal items will be accepted by facility staff or left in the visiting area for offenders.

Letters, photos, and legal papers cannot be brought in on visits. Exceptions may be made with prior approval at tax time for tax documents that must have the offender's signature. No other exceptions will be made.

APPROVED PROPERTY FOR OFFENDER VISITORS

The following are not permitted inside the visiting room; wallets, purses, keys, diaper bags, caps/hats, ID's and electronic paging devices, cameras, cell phones and food items.

Visitors are allowed to take the following property into the visiting room after inspection by staff and in some cases after being viewed on the x-ray machine:

1. Up to \$30 worth of coin money for use in the vending machines. A change machine is available in the lobby.
2. Comb, pick or brush (limit 1)
3. Four diapers (disposable) and diaper wipes. Two baby bottles (clear plastic)- No tippy cups and/or cups.
4. 1 pacifier and 1 clear plastic rattle or 1 solid plastic toy

5. Two baby blankets.
6. Prescription medication allowed is limited to inhalers, Nitro medication and Epinephrine Injectors must be kept at the officers station. Other essential medication should be taken before entering the facility.
7. Plastic infant seat. No tubular construction. Must be sent through the x-ray machine.

All articles not approved for entry into the visiting room must be placed in a locker. These lockers are located in the lobby and can be operated with two quarters, which are returned to you after returning the key to the locker. RYOCF is not responsible for lost or stolen items that are stored in lockers by visitors.

Visitors visiting in Main Segregation visiting booths are not permitted to bring in any personal items. The number of visitors allowed on a no contact visit is limited to three. Of the three visitors only one can be a child and must be the offenders' child or sibling.

VISITING GENERAL RULES

1. Any abuse of visiting policy and procedures, either by offenders or visitors, may result in no-contact visiting or the suspension or permanent loss of visiting privileges
2. Seating will be assigned by visiting room staff. Offenders must check in at the officer's station before the start of their visit.
3. Once a no contact visit has begun, it will remain a no contact visit. At no time will contact be permitted. There will be no exceptions.
4. The official start time of a visit is when the offender arrives and checks in with visiting staff.
5. No visitors will be allowed to leave the visiting area/facility and return once a visit commences.
6. Excessive displays of affection are not permitted. Offenders may embrace and exchange kisses only at the start and end of a visit.
7. Any embracing, kissing or inappropriate conduct during the visit can and will lead up to disciplinary action which may include the removal of visiting privileges
8. Offenders and visitors are permitted to hold hands during the visit; no other parts of the body shall come in contact.
9. Offenders must sit facing the officer's station, and hands must be visible to staff at all times.
10. Laps of offenders or visitors are not to be covered at any time during the visit.
11. Visitors are responsible for the care and behavior of their children. Children should not be left unattended.
12. No running, jumping, or horseplay is allowed.
13. No cross visiting. Offenders are allowed only to speak and visit with people at their table.
14. Visitors are not allowed to physically or verbally abuse an offender. This includes pushing, hitting, striking or loud verbal, vulgar and/or offensive exchanges with offender or between family members. This will result in the visit being terminated and the visitor being subject to having their visiting privileges suspended or terminated per the Security Director's decision, or being placed in a no-contact visiting situation.
15. Visitors will change their children's diapers in the visitor's restroom only. Offenders are not allowed to take children to the restroom. Breast-feeding will only be allowed in the restroom.
16. Offenders needing to use the restroom will only be allowed to use the offender restroom. All offenders will be strip searched before being allowed to use the facilities.
17. Conversation during visits will be held to a normal tone of voice so as not to disturb others. Offenders and their visitors are not permitted to visit with other offenders and/or other offenders' visitors.

18. Vending machines are available for use by visitors. One offender at a time is allowed to be in the area of the vending machines. At no time will an offender be allowed to have money in his possession. Only visitors are allowed to operate the vending machines.
19. Offenders and/or visitors may leave the visiting area after informing the visiting room officer, but are not permitted to return.
20. Offenders are responsible for cleaning their tables at the end of their visits. Offenders are to be accounted for prior to the visitors leaving the area.
21. At the completion of a visit, the offender must exit the visiting area first. Once the offender has exited the area, the visiting room officer will match the visitor(s) leaving to what is listed on the visitor request form. Once this is verified the visitor(s) will be permitted to exit the visiting area. Only one visitor or a group of visitors will be permitted to leave at a time.

Failure to abide by the rules and regulations of the RYOCE visiting room may result in the suspension/termination of visiting room privileges.

ATTORNEY VISIT GUIDELINES

Visits are scheduled in the visiting unless offender is in the main segregation unit. Offenders in a punitive status will receive a no contact visit.

- Visits are weekdays from 8:00 AM-2:30 PM.
- Should schedule visit 2 days prior to visit.
- Must show bar card/ID.
- Must pass detector.
- Can bring in paper and pen.
- Any legal information to be given to the offender should be given to the records office staff to have scanned and will be given to the offender through the offender property.
- Any materials to be brought in (i.e., tape recorders, videos, etc.) must be approved by the Security Director.