

# **RACINE YOUTHFUL OFFENDER CORRECTIONAL FACILITY VISITOR GUIDELINES**

**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.**

## **VISITING HOURS**

The visiting week will be Monday through Sunday  
Monday and Thursday: No visiting  
Tuesday, Wednesday and Friday: 3:00 PM-8:30 PM  
Saturday, Sunday and Holidays 8:30AM-3:30PM

There will be a limit of three visits per week for offenders housed in general population. Offenders may receive only one visit per day, per weekend and weekend/holiday combination. Offenders housed in segregation will receive visits based on their current status at the time of the visit.

Visitors must be processed no later than 45 minutes prior to the end of visiting hours.

Monday through Friday is limited to three hours per visit for offenders in general population. Saturday, Sunday, and Holidays are limited to two hours per visit. 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.

## **VISITOR IDENTIFICATION AND REQUIREMENTS**

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

1. Valid State driver's license.
2. Valid passport or visa.
3. Valid Department of Transportation ID.
4. Valid military ID.
5. Valid tribal ID (if it provides photo).

**Amish visitors who do not possess photo identification as a requirement of their religion shall:**

1. Provide the institution /center with a signed and notarized affidavit and from their Bishop. The affidavit must include the physical description of each proposed visitor.
2. The institution/Center will retain the original affidavit and place a copy in the respective inmates Social Security file. The visitor(s) shall retain a copy of the affidavit and must produce it upon arrival to the institution/center as a means of identification.
3. Information regarding no photo identification should be entered into the "Relatives/Associates" screen in WICS.

**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 appear intoxicated or under the influence of any substance 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. No persons or animals are permitted to be left unattended in vehicles.

### **METAL DETECTOR/SEARCH OF VISITORS**

1. All visitors must clear the metal detector before being permitted to enter the facility. **There will be no exceptions.**
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 proceed through on a normal manner (i.e. no running or ducking through) with arms at their side.
4. 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.
5. Visitors wearing underwire bras who cannot pass metal detection may be given an opportunity to participate in the following procedure:
  - i. The visitor will be directed to a private room, where s/he can remove the bra and place it a bag that will be provided by institution/center staff.
  - ii. The visitor will then allow institution/center staff to visually inspect the bag containing the bra.
  - iii. The visitor shall proceed through the metal detector.
  - iv. If the visitor successfully passes through the metal detector, s/he will then be directed to a private room to place the bra back on, and the visit will be permitted.
  - v. If the visitor cannot successfully pass through the metal detector at this point, s/he will then be denied entrance into the institution/center.
  - a. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 will apply.
6. Headwear is permitted, provided it does not conceal identity and allows institution/center staff to verify identification of the visitor. Headwear is not required to be removed for inspection prior to passing through the metal detector.
7. Visitors who have religious headwear that conceals identity are required to allow institution/center staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the institution/center. After identification, the visitor will be permitted to replace the facial covering.
  - a) If the visitor is female, a female staff member will conduct the identification verification procedure.
  - b) Special security precautions may be taken, as authorized by the institution Security Director/Center Superintendent, to effectively supervise the visit.
8. Breastfeeding During Visitation
  - a) A mother with child is permitted to breast-feed during visitation in the institution/facilities visiting room.
  - b) Institution/facilities have an area within the visiting room available if a mother desires to have privacy while breastfeeding, but the mother cannot be required to utilize it.
  - c) Mothers wishing to breast-feed cannot be required to utilize restrooms to expel breast milk into bottles. They can be offered a privacy area of this, but it cannot be required.

**VISITOR ATTIRE**

1. Clothing entering the visiting room must be worn in the manner intended. Coats and jackets are not allowed in the main visiting room. 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) Transparent clothing or 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, tube and halter tops and dresses.
  - e) Tops which exposes any cleavage and/or 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) Exposed underwear
  - 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 inappropriate, 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. Footwear must be worn at all times
5. Visitors must be dressed in appropriate attire, including shirts; if not, they will not be permitted to visit.
6. 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 and housing unit) 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, 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 \$15 worth of coin money for use in the vending machines. A change machine is available in the lobby.
2. Comb, pick or brush, limited to one for each visitor.
3. Up to two (2) baby blankets for each child.
4. Up to four (4) diapers for each child. Diaper bags are not allowed.
5. Up to two (2) plastic baby bottles for each child.
6. One (1) hand-held baby seat for each child.
7. Diaper wipes. Must be kept in a clear plastic bag.
8. One (1) pacifier for each child.
9. One (1) coat and one (1) pair of gloves for each visitor.
10. Headwear (provided it does not conceal identity).

11. One (1) institution locker key.

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. **(Webster's Dictionary Definition; Kiss- 1) To caress or touch with the lips. 2) A slight or gentle touch. )**
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. Hands must be visible to staff at all times. Offenders and visitors are not allowed to place their hands inside or underneath anyone else's clothing.
9. Offenders must sit facing the officer's station, with their chairs facing their assigned table.
10. Laps of offenders or visitors are not to be covered at any time during the visit. Children of an inmate who are age five (5) or under, may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by institution/center staff.
11. No cross visiting. Offenders are allowed only to speak and visit with people at their table.
12. Visitors will change their children's diapers in the visitor's restroom only. Offenders are not allowed to take children to the restroom.
13. 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.
14. 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.
15. 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. Vending machines are use at your own risk.
16. Offenders and/or visitors may leave the visiting area after informing the visiting room officer, but are not permitted to return.
17. 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.
18. 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 RYOCF visiting room may result in the suspension/termination of visiting room privileges.**

**MAILING ADDRESSES**

OFFENDER MAIL

Racine Youthful Offender  
Correctional Facility  
Offender's Name and Number  
Housing Unit & Cell number  
P.O. Box 2500  
Racine, WI 53404-0002

OFFENDER PROPERTY- UPS DELIVERY

Racine Youthful Offender  
Correctional Facility  
Offender's Name and Number  
Housing Unit & Cell number  
1500 Hamilton St  
Racine, WI. 53404