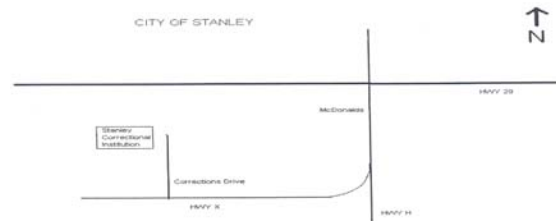


## STANLEY CORRECTIONAL INSTITUTION VISITING INFORMATION

100 Corrections Drive  
Stanley, WI 54768-6500  
(715) 644-2960

The city of Stanley is located at Exit 101 on Highway 29. After exiting, take County Highway H South, turn right on County Highway X. Stanley Correctional Institution will be on your right side - turn onto Corrections Drive.



**Please Note:** Offender's visitation opportunities may be lost or limited due to violations of Department of Corrections Policy or rules listed in this guide, by the offender or visitors.

### GENERAL POPULATION VISITS

#### Visiting Hours are:

- Monday: 2:00–8:00pm
- **Tuesday: No visits**
- Wednesday: 2:00–8:00pm
- Thursday: 2:00–8:00pm
- Friday: 2:00–8:00pm
- Saturday: 8:00am-3:30pm
- Sunday: 8:00am-3:30pm
  
- Holidays: 8:00am-3:30pm

Please note: Visitors will not be admitted after 7:00pm weekdays and 3:00 pm on Saturday, Sunday, or Holidays.

Offenders are allowed three visits per week, with the week running Wednesday-Monday, one visit per day and one visit per weekend. Should a holiday be connected to a weekend, that holiday day is considered part of the weekend and only one visit is allowed for the three-day weekend. However, the Friday after Thanksgiving, although not a Holiday and not included in the holiday weekend, will follow the Holiday visitation hours and time limits.

Weekday visits are limited to three hours and visits on Saturdays, Sundays and holidays are limited to two hours. Visitors should not arrive earlier than fifteen minutes before visits start. Visitors will not be admitted after 8:00 p.m. on weekdays and 3:00 p.m. on Saturdays, Sundays and Holidays. Visitors are not allowed to enter the Lobby to begin filling out visiting paperwork until five minutes prior to the start of the visiting hours for that day. Please plan your arrival time at the institution accordingly, as you will not be allowed to remain in the parking lot waiting for visits to start. However, there is a McDonalds Restaurant on Hwy X to the East of the institution.

## SEGREGATION VISITS

All segregation visits will take place between the televisit rooms in segregation and the booth in the visiting room. Visits will last one hour and will be on a first come, first serve basis. These visits will coincide with the regular visiting hours. Only two are allowed on a segregation visit. **One 1-hour televisit per week to the visiting room.** Offenders in segregation do not get televisits to Milwaukee Secure Detention Facility (MSDF). Offenders in observation status are not allowed visits.

## TELEVISITS

Stanley Correctional Institution offers televisits to the general offender population. The visits are for persons on the offender's approved visiting list only.

☎ To schedule a televisit at the MSDF, the visitor must call MSDF's Televisiting Coordinator at (414) 212-4979 between the hours of 10 a.m. to 12 p.m. (noon) or 1:30 p.m. to 3 p.m.

☎ Televisits will be scheduled on only Mondays, Wednesdays, and Fridays during non-visiting hours.

☎ Televisits are limited to 20 minutes per visit.

☎ The requestor will need to give the coordinator the following information:

- Offender's name and DOC#
- Institution name where offender is housed
- Requestor's name and date of birth (DOB)
- Requestor's home address and phone number
- Name(s) and DOB(s) of any additional visitors
- The maximum number of visitors permitted for a televisit is five, including minor children.
- Visitors over the age of 16 will need a valid ID.
- All requests to add additional people to an already scheduled televisit **must** be made one week prior to scheduled televisit date.

☎ Requestor must arrive at MSDF 20 minutes before scheduled televisit time - no additional calls will be made to the requestor as a reminder regarding the televisit.

☎ Visitors should follow institutional guidelines for dress code.

☎ All visitors will be required to clear a metal detector.

## VISIT ENTRANCE PROCEDURES

1. Stanley Correctional Institution (SCI) is a tobacco free facility. No tobacco products are to be used on institution property.
2. Please be sure to park in the designated area. All vehicles must be locked with the windows rolled up while parked in the SCI parking lot. Special parking spaces have been provided (marked by handicapped signs) for visitors with physical disabilities who have license plates or state approved display cards that authorize handicapped parking.

3. Only visitors on the offender's approved list shall be permitted to visit the offender. This includes adults and minors.
4. The maximum number of visitors will not exceed six adults and their minor children for a single visit, not to exceed a total of twelve visitors.
5. The visiting week begins on Wednesday and ends the following Monday.
6. All visitors age sixteen and older must provide identification. The only acceptable forms of identification are:
  - a). Valid State Driver's License.
  - b). Current State Picture Identification Card.
  - c). Current Passport.
  - d). County Welfare Department Picture Identification Card.
  - e). Military Identification Card (if currently active in service).
7. Lockers are provided in the Lobby for placement of vehicle keys and other items not allowed in the Institution. Tokens are available from the Lobby Officer. It is recommended that purses be locked in your vehicle; the Institution is not responsible for personal property left in vehicles or Lobby lockers. Purses and/or billfolds and greeting cards are not allowed in the Visiting Room.
8. No food items or items such as lip balm may be carried into the Institution. Vending machines are available in the visiting area. There is a change machine in the Lobby. There is not a change machine in the visiting area (institution staff will not make change). Money allowed in the Visiting Room is limited to \$15.00 in change per adult visitor. Offenders are not allowed to handle or touch money. No checks of any kind are allowed in the Visiting Room.
9. The Lobby does not accept offender deposits of any kind. Money may be sent to an offender through the mail. Money orders are added to the offender account immediately. Checks are added to the account after they clear your bank. Please include the offender name and number.
10. Visitors requiring medication must notify both the Lobby Sergeant and the Visiting Room Sergeant. Medication will not be allowed in the Visiting Room, unless it is imperative that the medication is near you. It will be kept at the Officer's Station in the Visiting Room where it can be obtained, if necessary.
11. Visitors may bring the following items into the Visiting Room:
  - a) Coins not to exceed \$15.00 limit sent in #8 above.
  - b) Clear zip lock bag.
  - c) A comb, pick, and/or brush.
  - d) One baby blanket.
  - e) Up to three diapers.
  - f) Up to two plastic baby bottles with formula mixed in bottles prior to entering the Institution.
  - g) A hand-held baby seat.
  - h) Diaper wipes.
  - i) A pacifier.
12. Diaper bags are not permitted into the Institution. Diapers, individual wipes, and plastic bottles for babies should be carried in a sack. No toys, or rattles are allowed, and only empty sippy cups will be allowed.

13. Cameras are not permitted in the Visiting Room; however, photos may be purchased through the SCI Photo Project.

- a) Offenders on a general population visit in the Visiting Room will be able to have pictures taken. Photos will be taken Wednesday, Thursday, Friday and Monday from 2:45 p.m. - 7:00 p.m. and on Saturday and Sunday from 10 a.m. - 3:00 p.m.
- b) Only the individual offender and his approved visitors for that day may be in the picture.
- c) Hugging and/or kissing is not permitted, except for a 10 second hug at the beginning and end of the visit.
- d) Greens must be properly worn at all times in pictures.
- e) Visitors will not be able to pay for photos. The offender requesting photographs must have adequate funds in his account at the time of the photo taking. A disbursement request must be completed, payable to SCI Photo Project. Offenders must give approved photos to their visitors or take them back to their housing units.

14. Drugs, tobacco, alcohol, and weapons are not permitted in the Institution. Persons found to be attempting to bring any of these items into the Institution are subject to a felony prosecution. Persons exhibiting signs of intoxication will not be allowed to enter the Institution.

**NOTE:** Because the presence of contraband in the Institution causes major security/safety breaches, trained dogs may be used by the prison administration to detect and prevent the entrance of contraband and drugs into the Institution. These dogs could be present anywhere on the Institution property, including the parking lot, administration building, reception area/lobby, visiting room, or elsewhere in the Institution.

15. No reading materials or other papers may be brought in.

**NOTE:** All legal material entering or leaving SCI will be sent through U.S. Mail only.

16. Pets are not permitted in except for the visually impaired. An 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.

17. Children cannot be left unattended in the entrance lobby or parking lot. Any child sent back to the lobby or to the car must be accompanied by an adult. Visitors who are not on the visiting list, and/or not given access to SCI Visiting Room will not be allowed to wait in the SCI lobby or parking lot.

18. All visitors must pass through and clear the metal detector **and will be given three (3) chances to do so**. If a visitor does not pass on the third try a supervisor will be contacted. Visitors must clear the metal detector before 4:15 p.m. on weekdays and 12:00 p.m. on weekends and other noted holidays, otherwise they must wait for count to clear before clearing the metal detector.

To expedite the entrance process, visitors should avoid wearing clothing with metal attachments (buckles, snaps, metal buttons, bib overalls) and refrain from wearing excessive jewelry. The metal detector is also sensitive to wire in the undergarments. Visitors who wear underwire bras will be given a bag and allowed to put the bra on after they reach the visiting room. Visitors who remove the bra will not be allowed to enter the visiting room wearing a top that is transparent. Any visitor, who has a medical condition, i.e., metal pin in leg, etc. Must

provide medical verification from a doctor per Institution policy, before being allowed entrance. This medical verification must be sent directly from the health care provide to the Security Director, prior to the visit. No exceptions.

Any visitor attempting entrance into the Institution in a wheelchair must pass entrance procedures and will only be allowed to visit in wheelchair provided by SCI. Individuals who have specially designed or equipped wheelchairs must submit medical documentation from a doctor to verify the need prior to the visit. Every consideration will be extended to accommodate the visitors, in keeping with security concerns for the Institution. With Supervisory approval, Lobby personnel may turn a visitor away if they are using or expressing vulgar, obscene language or are argumentative with staff.

19. The visiting area at SCI stresses a “family” atmosphere, as friends and family are of all ages. The following apparel is considered inappropriate and will result in the denial of visits (DOC-309, IMP #33; Effective 04/12/93):
- a) Transparent clothing.
  - b) Hats/Head gear, sunglasses.
  - c) Shorts which are shorter than fingertips in length (i.e., visitor standing naturally with arms straight down the side of the body and fingers extended).
  - d) Skirts or dresses shorter than fingertip length + 3 inches.
  - e) Tube, halter, and strapless tops and dresses.
  - f) Tops or dresses which expose midriff (front or back).
  - g) Underwear worn on the outside or exposed.
  - h) Blouses, shirts and dresses, which are low-cut, also skirts with revealing slits.
  - i) Spandex/Spandex-like and lycra/lycra-like athletic pants, aerobic/exercise tights, leotards, or button/snap sided (tear-away) sweat/wind pants or swimming suits.
  - j) Clothing with revealing holes or tears above fingertip level (see “c” in list).
  - k) Clothing or accessories with obscene or profane writing, images, or pictures.
  - l) Gang or club-related clothing or insignia indicative of gang affiliation, which includes, but is not limited to motorcycle jackets bearing logos.
  - m) All visitors - men, women, and children must wear footwear for the entire visit.
20. The following items for an offender may be brought on a visit and left at the Lobby to be processed by the Lobby and Property Officers:
- a). Wedding ring - limit one (no other).
  - b). Boxed release clothing (within 30 days of release ONLY). The box should be marked on the outside Release Clothing, Offender Name, Number and Date of Release. A sheet of paper with the same information should be placed inside of the box too.
21. Visitors are not allowed beyond the Visiting Room.

### **SPECIAL EXTENDED VISITS**

Stanley Correctional Institution will make it possible for offenders to have visits by those who are not on their approved visiting list and extend visits under appropriate circumstances. SCI will attempt to maximize the utilization of the visiting room within its inherent space-to-population space limitations.

1. Offenders need to submit a DOC-761 “Interview/Information Request” to their Social Worker at least seven days in advance of the proposed visit. The name of the visitor(s), address of visitor(s) and date of birth must be included on this form along with the rationale for the

Special and/or Extended Visit. Visitors traveling an extensive distance can be considered for extended visitation.

2. The Warden/Designee shall make a decision on the approval or disapproval of the proposed visit based upon the information provided. The nature of the offender's offense, treatment and offender population status may impact upon the decision. Special stipulations regarding the visit should be noted on the DOC-1115.

### **DO'S AND DON'T'S OF THE VISITING ROOM**

1. Excessive displays of affection are not permitted. You may have a 10 second embrace, kiss at the beginning and end of each visit. Other contact will be limited to hand holding.
2. While seated, visitors and offenders must remain seated directly across from each other with the offender facing the officer's station.
3. Parents/Offenders are responsible for the supervision of their children. Offenders may hold their minor children in an appropriate manner. Visits may be terminated due to unruly children.
4. Visiting with anyone not sitting at your table is not allowed.
5. All food items purchased in the visiting room must be consumed in the visiting area and no food will be allowed out of the visiting room.

4-20-09