

Stanley Correctional Institution

Visiting Hours

Monday 2:00 pm to 8:00 pm
Tuesday 2:00 pm to 8:00 pm
Wednesday NO VISITS
Thursday 2:00 pm to 8:00 pm
Friday 2:00 pm to 8:00 pm
(No visits processed after 7:00 pm.)

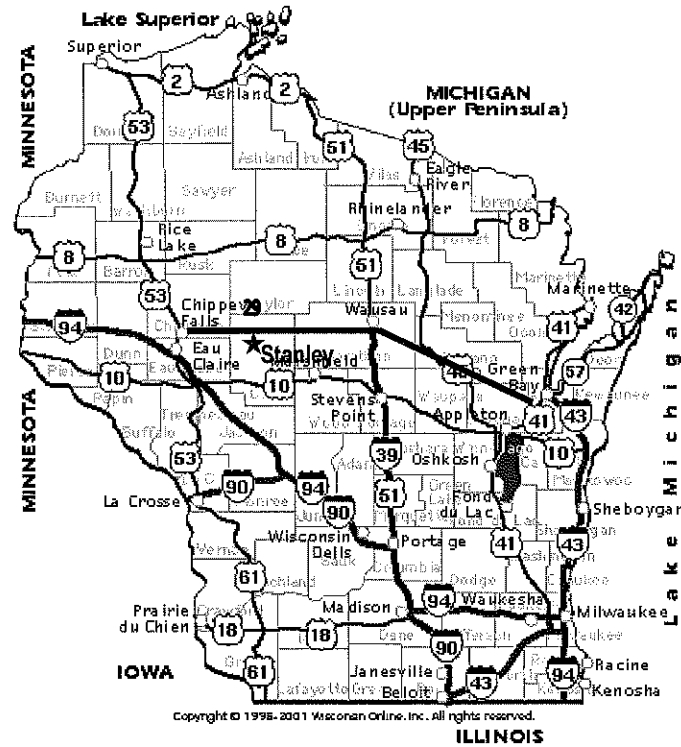
Saturday 8:00 am to 3:30 pm
Sunday 8:00 am to 3:30 pm
Holidays 8:00 am to 3:30 pm
(No visits processed after 2:30 pm.)

Lobby Closed

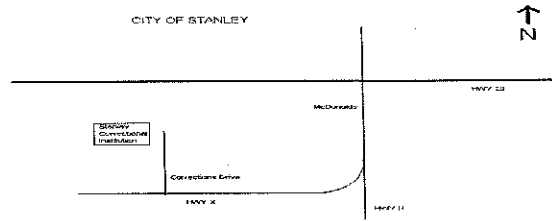
Monday - Friday: 4:15 pm - 5:00 pm
Sat/Sun & Holidays: 12:00 pm - 1:00 pm

Visitor Guide

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



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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 from 2:00 p.m. to 8:00 p.m. on Monday, Tuesday, Thursday, and Friday. Weekends (Saturday and Sunday) and Holidays (New Years Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Eve Day) are 8 a.m. to 3:30 p.m. There are no visits on Wednesdays. Offenders are allowed three visits per week, with the week running Thursday- Tuesday, 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. The Friday after Thanksgiving will follow the Holiday visitation hours and time limits, but not count against weekend visitation. 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 five minutes before visits start. Visitors will not be admitted after 7:00 p.m. on weekdays and 2:30 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.

SEGREGATION VISITS

All segregation visits will take place between the video conference 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; a **one (1) hour video conference per week to the visiting room**. Offenders in segregation do not get televisits to Milwaukee Secure Detention Center. 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, visitors may contact SCI at 715-644-2960 on Wednesdays from 5:00 – 7:00 pm and can be scheduled one month out from current date.
- ☎ Televisits will be scheduled for 15 minute time frames on Tuesdays and Fridays only from 8:00 a.m. to 11:00 a.m. Maximum amount of visitors five (5) including minor children.
- ☎ The requestor will need to give the scheduler the following information:
 - Offender's name and DOC#
 - Requestor's name and date of birth (DOB)
 - Requestor's phone number
 - Name(s) and DOB(s) of any additional visitors
 - All visitors over the age of 16 will need a valid ID.
- ☎ 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. The visiting week begins on Thursday and ends the following Tuesday.
2. Stanley Correctional Institution (SCI) is a tobacco free facility; therefore, no tobacco products are to be used on institution property or possessed inside the facility.
3. 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.
4. Only visitors on the offender's approved list shall be permitted to visit the offender. This includes adults and minors.
5. 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.
6. All visitors age sixteen (16) or older must provide photo identification.
Acceptable forms of identification are:
 - a) Valid State driver's license
 - b) Valid passport or visa.
 - c) Valid Department of Transportation ID
 - d) Valid military ID
 - e) Valid tribal ID (if it provides photo)

7. Amish visitors who do not possess photo identification as a requirement of their religion shall:
 - a) Provide the institution/center with a signed and notarized affidavit from their Bishop. The affidavit must include the physical description including hair and eye color, height and weight of each proposed visitor.
 - b) The institution/center will retain the original affidavit and place a copy in the respective inmate's Social Services 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.
 - c) Information regarding no photo identification should be entered into the "Relatives/Associates" screen in WICS.
8. 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 are not allowed in the Visiting Room.
9. 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). Inmates are not allowed to go to the vending machines / microwaves or handle or touch money. No checks of any kind are allowed in the Visiting Room.
10. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitro pills (only amount needed in original container), epi-pens, etc. Visitors requiring medication must notify both the Lobby Sergeant and the Visiting Room staff. It will be kept at the Officer's Station in the Visiting Room where it can be obtained, if necessary.
11. With Supervisory approval, Lobby personnel may turn a visitor away if they are using or expressing vulgar, obscene language or are argumentative with staff.
12. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
 - a) Money, not to exceed \$15.00 (fifteen dollars) for each visitor.
 - b) Comb, pick or brush, limited to one for each visitor.
 - c) Up to two (2) baby blankets for each child. Blanket size not to exceed 48" x 48".
 - d) Up to four (4) diapers for each child. Diaper bags are not allowed.
 - e) Up to two (2) plastic baby bottles or sippy cups for each child
 - f) One (1) hand-held baby seat for each child.
 - g) Diaper wipes. Must be kept in a clear plastic bag.
 - h) One (1) pacifier for each child.
 - i) One (1) coat and one (1) pair of gloves for each visitor.
 - j) Headwear (provided it does not conceal identity).
 - k) One (1) institution locker key.
13. Drugs, tobacco, alcohol, cell phones, 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.
14. 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.
15. Pets are not allowed on institution grounds except for service dogs.
16. 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.
17. Visitors will be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection will result in denial of entrance into the institution/center.

Exceptions: Visitors wearing underwire bras who cannot pass metal detection may be given an opportunity to participate in the following procedure:

- 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.
- The visitor will then allow institution/center staff to visually inspect and/or allow the bag containing the bra to be passed through the metal detector.
- The visitor shall proceed through the metal detector. 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.

If the visitor cannot successfully pass through the metal detector at this point, s/he will then be denied entrance into the institution/center.

Any visitor who has a medical condition, i.e., metal pin in leg, etc., must provide medical verification via a Visitor Requesting Accommodations form (DOC-2424) from a doctor per Institution policy, before being allowed entrance.

- This medical verification must be sent directly from the health care provider 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 a 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.

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a.) 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

- The following apparel is considered unacceptable and will result in denial of entrance to the institution/center:
 - a) Transparent/translucent clothing.
 - b) Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 - c) Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 - d) Strapless, tube and halter tops and dresses.
 - e) Tops and dresses that expose the midriff (front and/or back).
 - f) Spandex or Spandex-like and Lycra or Lycra-like clothing (any).
 - g) Exposed underwear.
 - h) Clothing with revealing holes tears or slits.
 - i) Clothing or accessories with obscene or profane writing, images or pictures.
 - j) Gang-related clothing, headwear, shoes, logos or insignias.
 - k) Any clothing that may have the potential to cause a disruption.
- Footwear must be worn at all times.
- Acceptable attire must be worn at all times.

18. 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.) One Box of release clothing (up to thirty (30) days prior to the inmate's release). The box shall be marked on the outside: Release Clothing, Offender Name, Number and Date of Release.
- b.) The clothes must be **new with the receipt included**.
- c.) Only 1 complete outfit is allowed (seasonally appropriate).

19. 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.
- b.) Photos will be taken Thursday, Friday and Monday, and Tuesday from 2:45 p.m. - 7:00 p.m. and on Saturday and Sunday from 10 a.m. - 3:00 p.m. All photos must be taken 30 minutes prior to the end of the visit.
- c.) Only the individual offender and his approved visitors for that day may be in the picture.
- d.) Hugging and/or kissing are not permitted.
- e.) Greens must be properly worn at all times in pictures.
- f.) Visitors will not be able to pay for photos. The offender requesting photographs must have adequate funds in his account at the time the photo is taken. 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.

20. 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 and opened in the visiting room is encouraged to be consumed in the visiting area. Visitors shall be allowed to take food items and drinks with them when they leave. All items are subject to search upon exiting the visiting room.

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21. The Lobby does not accept offender deposits of any kind. Money orders and cashiers checks may be sent to an offender through the mail. Please include the offender name and number.

All cashier's check/money orders must be sent to the below money only address.

<u>CORRESPONDENCE & PACKAGES ONLY</u>	<u>MONEY ONLY</u> (Cashier's Check/Money Order) NO CASH
Stanley Correctional Institution Inmate Name and Number 100 Corrections Drive Stanley, WI 54768-6500	Stanley Correctional Institution Inmate Name and Number P.O. Box 235 Stanley, WI 54768-0235

- The inmate's name and inmate number must be legibly hand-printed or typed in the "Remit To" or "Payee" line of all cashiers checks or money orders sent. Incomplete cashier checks or money orders will be returned to the sender.
- A legible, hand-printed or typed return address, including name and complete mailing address is required on the upper left-hand corner of all envelopes sent.
- NO CORRESPONDENCE SHALL BE SENT WITH MONEY.
- NO MONEY SHALL BE SENT WITH CORRESPONDENCE.

Updated 12-13-11