

# Chippewa Valley Correctional Treatment Facility



This pamphlet will help you better understand DOC Institution Policies and Procedures at Chippewa Valley Correctional Treatment Facility (CVCTF).

## General Visiting Hours

**Thursday & Friday**  
3:00 PM – 9:00 PM

**Saturday & Sunday**  
9:00 AM. – 3:00 PM

1. Please do not arrive any earlier than 2:50 PM on weekdays and 8:50 AM on weekends & holiday's.
2. Visitors arriving after 8:15 PM on weekdays and 2:15 PM on weekends will not be processed.
3. ERP visits begin at 4:00 PM to 9:00 PM Thursday, Friday, and between 9:00 AM – 3:00 PM on Saturday, Sunday and holidays.
4. General Public will be asked to leave state grounds if not visiting. If you have any questions, please feel free to ask.

Holiday visiting will be from 9:00 AM - 3:00 PM on the following days:

New Years Day

Labor Day

Christmas Day

Martin Luther King Jr. Day

Thanksgiving Day

New Years Eve

Memorial Day

Day after Thanksgiving

July 4<sup>th</sup>

Christmas Eve

1. Visiting hours may be shortened due to space availability, but all efforts will be made to accommodate all visitors; generally, first visitor in, first visitor out will apply. Visitors who drive the longest distances, or come infrequently, may be prioritized under these circumstances.
2. Inmates and their visitors will not leave the visiting room from fifteen minutes before count until count is cleared.
3. Inmates are responsible for informing their visitors of their program and work schedule. Inmates will not be allowed to leave or miss work or a program session to attend a visit.

## General Visiting Rules, Policies and Procedures

Oral communications and activities may be monitored and recorded on state grounds.

Upon arriving at the CVCTF Lobby, visitor(s) will wait to be called to the desk. Be prepared to provide the inmate's name and DOC number.

Inmates entering the visiting room during visitation are voluntarily self-disclosing their identity to all parties attending each visitation. CVCTF is no longer liable for protecting their identity per Federal Drug Confidentiality Rules. The disclosure made to you is protected by Federal Confidentiality rule 42 CFR part2. The Federal rules prohibit you from making any further disclosure without written consent of the person to whom it pertains or as otherwise permitted by 42 CRF part 2. Failure to comply with the law may make you eligible for criminal sanctions including a \$500 fine for the first offense and \$5,000 for each subsequent offense. If you are in need of further information regarding this law, please contact the officer in charge who will take your name and address. The information shall be forwarded to you by the Warden's office.

Any person who introduces or attempts to bring into this institution or to deliver to any inmate any items that the law or institution rules forbid can be prosecuted. Forbidden items include, but are not limited to, alcohol, drugs and drug paraphernalia, firearms, and other weapons. You should lock in your car or put in a locker anything that you do not want to take into the institution. Your entry into the institution beyond the entrance area will be considered your consent to be searched. If you do not consent to be searched, do not enter this institution. (SEC. 302.095 Wi. Stats.; DOC 306.17 Wi. Admin. Code).

- Staff will notify the inmate's housing unit that he has a visit.
- Upon being processed proceed up the sidewalk and enter the building. Once inside, enter the door to your immediate left. At the inside visiting room door ring the doorbell and wait to be let in.
- Visitor(s) will check in at the officer's station. Seating will be assigned by visiting room staff.
- If a visitor has waited more than 15 minutes for an inmate to arrive at the visiting room, staff will make a call to the unit to inquire as to the reason for the delay. Once it has been verified that the inmate has been personally told of a visit; he has 20 minutes to arrive at the visiting room. A visitor may leave at any time they choose to do so with the exception of count time.
- After waiting additional 20 minutes, and the inmate has not arrived, you will be asked if you would like to continue to wait. If the visitor says yes, it will be verified that the inmate intends to accept the visit.

### I. Identification

- A. All visitors age sixteen (16) or older must provide photo identification.
- B. Acceptable forms of identification are:
  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).
- C. Amish visitors who do not possess photo identification as a requirement of their religion shall:
  1. Provide the institution with a signed and notarized affidavit from their Bishop. The affidavit must include a physical description of each proposed visitor.
  2. The institution will retain the original affidavit. The visitor(s) shall retain a copy of the affidavit and must produce it upon arrival to the institution as a means of identification.

### II. Allowed items

- A. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
  1. Money not to exceed \$15.00 (fifteen dollars) for each visitor. May be coins or bills.
  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) See section IV for religious headwear.
  11. One (1) institution locker key.
- B. Visitors are permitted to bring in medically necessary medications such as, but not limited to: inhalers, nitro pills (only individual pills, not bottles), epi pens, etc.

### III. Dress Code

- A. The following apparel is considered unacceptable and will result in denial of entrance to the institution:
1. Transparent/translucent clothing.
  2. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
  3. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
  4. Strapless, tube and halter tops and strapless dresses.
  5. Tops and dresses that expose the midriff (front and/or back).
  6. Any Spandex or Spandex-like and Lycra or Lycra-like clothing.
  7. Exposed underwear.
  8. Clothing with revealing holes, tears or slits.
  9. Clothing or accessories with obscene or profane writing, images or pictures.
  10. Gang-related clothing, headwear, shoes, logos or insignias.
  11. Any clothing that may have the potential to cause a disruption.
- B. Footwear must be worn at all times.
- C. Acceptable attire must be worn at all times.

### IV. Search of Visitors

- A. Visitors will be permitted three attempts to successfully pass metal detection. Failure to pass metal detection will result in denial of entrance into the institution. Exceptions:
1. Visitors wearing underwire bras who cannot pass metal detection may be given an opportunity to participate in the following procedure:
    - a. The visitor will be directed to a private room, where s/he can remove the bra and place it in a bag that will be provided by institution staff.
    - b. The visitor will then allow institution staff to visually inspect the bag containing the bra.
    - c. The visitor shall proceed through the metal detector.
    - d. 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.
    - e. If the visitor cannot successfully pass through the metal detector at this point, s/he will then be denied entrance into the institution.
    - f. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 Visitor Entrance – Special Needs will apply.
  - B. Headwear is permitted, provided it does not conceal identity and allows institution staff to verify identification of the visitor. Headwear is not required to be removed for inspection prior to passing through the metal detector.
  - C. 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 to effectively supervise the visit.

### V. Infant-feeding During Visitation

- A. A mother with child is permitted to breast-feed during visitation in the institution visiting room.
- B. The institution has an area within the visiting room available if a mother desires to have privacy while breastfeeding, but the mother is not required to utilize it.
- C. Mothers are not required to utilize restrooms to expel breast milk into bottles. A private area is available at any time a mother wishes to use it.

### VI. Regulation of Visits

- A. All visitors and inmates are expected to abide by institution procedures.
- B. An adult, who is on the approved visitor list, shall accompany any visitor who has not reached their 18th birthday unless the visitor is the legal spouse of the inmate.
- C. Inappropriate conduct by visitors (including children) and/or inmates may result in termination of the respective visit and potential suspension of visiting privileges dependent on severity.
- D. 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 staff.
- E. No persons or animals are permitted to be left unattended in vehicles.
- F. Inmates must sit across the table from their significant other.
- G. Excessive displays of affection are prohibited. A short embrace and brief kiss are allowed at the beginning and end of a visit only. Hand-holding is allowed during a visit.
- H. Any inappropriate conduct during the visit may lead to disciplinary action which could include the removal of visiting privileges. A visit may be terminated by order of the shift supervisor for conduct deemed inappropriate by visit staff.

#### **Mailing & Funds Address:**

CVCTF  
 Inmate's name & number  
 2909 E Park Ave  
 Chippewa Falls, WI 54729

Phone: 715-720-2850  
 Fax: 715-720-3209