

### Visiting Guidelines

The following guidelines are established to provide information to the person intending to enter the Green Bay Correctional Institution in accordance with Wisconsin State Statute and Wisconsin Administrative Code, Chapter DOC 309.

#### Location and Directions

Green Bay Correctional Institution (GBCI) is located at 2833 Riverside Dr. (HWY 57), Allouez. Directions:

- 1) I-43 to Green Bay, Exit 180 (HWY 172 West) to Webster/Riverside Exit. Cross Webster Ave. and stay in the far right lane for HWY 57 exit ramp to Riverside Dr. At the traffic light turn left, continue on Riverside (thru 2<sup>nd</sup> traffic light) and then left at turn lane into GBCI Driveway.
- 2) Take HWY 41 to Green Bay, take Exit 165 (HWY 172 East) to Riverside Dr. (HWY 57), left at traffic light and left at turn lane into GBCI Driveway.

#### Special Information

- (1) Wisconsin State Statute 302.095(2), "Any...person who delivers or procures to be delivered or has in his or her possession with the intent to deliver to any inmate confined in a jail or prisons, or who deposits or conceals in or about a jail or prison, or with the precincts of a jail or prisons, or in any vehicle going into the premises belonging to a jail or prison, any article or thing whatever with intent that any inmate confined in the jail or prison shall obtain or receive same, or who receives from any inmate any article or thing whatever with intent to convey the same out of a jail or prison, contrary to the rules or regulations and without the knowledge or permission of the sheriff of the jail, in the case of a jail, or of the warden or superintendent of the prison, in the case of a prison, is guilty of a Class I felony."
- (2) Wisconsin State Statute 961.49, Offense involving intent to deliver or distribute a controlled substance on or near certain places, states, "...the delivery, distribution or possession takes place under any of the following circumstances, the maximum term of imprisonment prescribed by law for that crime may be increased by 5 years...while the person is in or on or otherwise within 1000 feet of a...correctional facility."
- (3) The Facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. Prosecution of individuals in violation the above state statutes will be pursued.
- (4) GBCI is a tobacco free institution. No tobacco, tobacco products, matches, lighters, or other incendiary devices are allowed. No audio or video recording devices, including but not limited to cameras, dictation equipment, cell phones or pagers, are allowed.
- (5) No persons or animals are permitted to be left unattended in vehicles.

#### Arrival at Green Bay Correctional Institution

- Upon your arrival at the GBCI Lobby, you must fill out a Request to Visit Offender, DOC-176A. You will not be permitted to loiter in the Lobby Area, unless you are waiting to enter the institution.
- Only Nitroglycerin, inhalers and epi-pens will be allowed. Visitor must notify the Lobby Officer, and turn the medication in to the Visits Officer. Medication may only be used at the Visits Officer's desk, in presence of Security Staff (Officers/Sergeants). Other medication must be pre-approved by a Security Supervisor.
- Visiting weeks begin on Monday. There are **NO** visits on Wednesdays. No visiting forms will be processed one hour before the end of visits – 10:00 a.m. 3:00 p.m. 8:00 p.m. Morning Visits may begin to fill out paperwork at 7:30 a.m. Afternoon Visits at 12:30 p.m. Evening Visits at 5:30 p.m.
- Each visiting period is counted separately, and cannot be carried over. Any portion of a visit is considered a full visit and will be deducted from the amount of visits allowed per week.

#### Identification of Visitors

Individuals age 16 and over must provide a Government Issued, valid photo identification

- (1) State Driver's License
- (2) State Identification card (to include a valid Department of Transportation identification card)
- (3) Passport or Visa
- (4) Military Identification card
- (5) Tribal Identification card (must have photo)
- (6) Amish Visitors are referred to DAI Policy 309.06.01

#### Metal Detector

It is the visitor's responsibility to successfully pass the metal detector within **three** attempts, or the visit will be denied. The metal detector is sensitive to all types of metals. In order to expedite the entrance process, visitors are cautioned and should avoid wearing excessive jewelry and clothing with metal attached or sewn. Visitors with a bra that activates the metal detector may enter the Lobby bathroom, remove their bra, and retry the metal detector. They may use the Visitors bathroom to put the bra back on.

Medical exemptions must be filed with the Institution, and approved, prior to visiting. DOC-2424 is the only accepted form. The form must be filled out by the visitor, and their medical professional. Once completed it must be faxed to (920) 430 -1694 or mailed to Security Director, P.O. Box 19033, Green Bay, WI, 54307-9033. The form must be detailed, explaining the location, type of medical device and whether or not it is permanent. After verification the Security Director will approve/disapprove, complete the DOC-2424, and distribute it. See DAI Policy 309.06.02, Visitor Entrance – Special Needs for further information.

The following apparel is considered unacceptable for all visitors (men, women, and children) and will result in the denial of visits:

1. Transparent/translucent/See-through clothing
2. Clothing where bra/underwear is visible through clothing
3. Low cut, strapless, halter, tube or other revealing tops
4. Short shorts
  - a. If in question, have the visitor stand with hands by their sides, standing with back straight, shoulders back and arms hanging, by their sides. Shorts must not be shorter than their fingertips
5. Short skirts and dresses
  - a. If in question have the visitor stand with hands by their sides, standing with back straight, shoulders back, and arms hanging by their sides. Skirt or dress must be longer than fingertip length plus three inches (tape measure is top desk drawer)
6. Tight-fitting pants, or shorts
  - a. Leggings, Spandex, Lycra, Jeggings, tight fit jeans, etc.
7. Exposed underwear (including bra)
  - a. See through clothing
  - b. Hanging out of pants/shorts
  - c. Pants hanging too low
8. Anything with revealing slits, cuts, tears or holes
9. Anything with obscene, profane, or gang related writing, images or pictures
  - a. Nudity
  - b. Swear words
  - c. Racist
  - d. Drugs
  - e. Alcohol
10. Anything that may have the potential to cause a disruption to visits
11. Excessive/Extra clothing will be x-rayed (some examples: headwear, zip/button-up sweatshirts, jackets, vests, scarves, etc.)
12. Footwear must be worn at all times.
13. **Lobby and Visits Officer have final decision regarding clothing and accessories**

#### **Visiting Regulations**

1. You may visit an inmate only if you are on his list of approved visitors. Each inmate is permitted to designate up to 12 adults. Minor children must also be listed on the inmate's visiting list.
2. Children under the age of 18 must have written approval of a non-incarcerated custodial parent or legal guardian, or a court order directing the visit, and their names must appear on the approved visitors list.
3. An adult, who is on the approved visiting list, shall accompany any visitor who has not reached their 18<sup>th</sup> birthday, unless the visitor is the legal spouse of the inmate.
4. Failure to follow the entrance guidelines may result in denial of the visit. Failure to follow the visiting rules may result in the termination of the visit, and may also result in the termination or suspension of your visiting privileges by the Security Director.

#### **Items Permitted in the Visiting Area**

- Up to \$15.00 in coins. Must be in a clear bag. No paper money (a change machine is available in the Lobby Area)
- Identification cards – must be locked in a locker in the Lobby area
- Comb, Pick, or Hairbrush
- One coat, one pair of gloves (must be x-rayed)
- Headwear, so long as it doesn't conceal identity (must be x-rayed)(Visitors who have religious headwear that conceals identity are required to allow institution staff to view their face(s) in order to verify the identification of the visitor, upon entry and exit of the institution. After identification, the visitor will be permitted to replace the facial covering. Special security precautions may be taken as authorized by the Security Director to effectively supervise the visit).
- Institutional Locker Key
- Up to 5 picture tokens
- If you have an infant/baby
  - A small infant seat (must be scanned/inspected thoroughly) 4 diapers, 2 baby blankets, small clear bag of wipes, 2 see through bottles or spill proof cups, 1 pacifier.
- Inhaler, nitro pills (no bottle), epi-pens (must be reported to Lobby Officer, and stay at the Visits Officer's desk)
- Religious materials (restricted to verified Pastoral Visitors only)

#### **Behavior in the Visiting Area**

1. There shall be no loud talking or boisterous behavior in the visiting area.
2. Visitors are responsible for supervising children (under the age of 18) accompanying them on a visit at all times which includes to and from the restroom. Visits may be terminated due to unruly children or lack of supervision of the children by the inmate and/or adult visitors.
3. Visiting is a family activity and unrestrained or continued physical affection is not allowed. Kissing and embracing is only allowed at the beginning and end of your visit, with a 10-second limit. Unrestrained or inappropriate displays of affection may result in the termination of your visit.

4. Children of an inmate who are age 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 the Institutional Staff.
5. Inmates are not permitted to handle money, tokens, or use the vending machines, or pass or exchange items during a visit.
6. Visitors are not allowed to leave the visiting area, except to use the designated restroom. If you exit the visiting room for any other reason, your visit will be considered complete.
7. Visitors and inmates must remain at their assigned tables. Inmates are not permitted to leave their assigned table with the exception of using the designated restroom. Requests for a specific table are not permitted. Combining visits is not permitted without prior verifiable approval. Chairs will not be moved. Inmates and visitors will sit across from each other.
8. Visitors and inmates must promptly leave the visiting area upon termination of the visit.
9. It is the visitors and inmates responsibility to know and obey all the rules provided, written, posted, or verbal direction by institution staff.
10. Hair styling of any kind is not permitted.
11. One of the conference rooms adjacent to the large visiting area is available, if a mother desire privacy for breastfeeding.
12. Leaning on the tables is not permitted by inmates or visitors (no elbows or forearms on tabletops).

**Hobby Craft Items – Art work, jewelry, etc.**

Items in the Hobby Case, located outside of the Visiting Room, are available for purchase. The following guidelines are for purchasing those items.

1. See the Lobby Officer at least 15 minutes before the end of the visit period (10:45 a.m. 3:45 p.m. 8:45 p.m.)
2. Your visit will be considered finished
3. Item(s) must be paid for with Cash only
4. No change is given, so be sure to have exact change

**Inmate Status: For visiting purposes, inmates are identified by their status**

- UNRESTRICTED: Inmates in General Population with no Visiting Restrictions  
 RESTRICTED: Inmates in General Population with a No Contact visiting restriction.  
 SEGREGATION: Inmates in Temporary Lock Up (TLU), Adjustment/Program Segregation, Disciplinary Separation, Protective Confinement, or Administrative Confinement in the Segregation or Treatment Center.  
 DENIED : Inmates in a Controlled or Observation Status without the verifiable prior approval of the Warden

**Visiting Hours**

Visit Status	Location of Visit	Monday, Tuesday, Thursday, Friday <b>NO VISITS ON WEDNESDAYS</b>	Saturday and Sunday	Number & Length of Visits per Week
UNRESTRICTED	Visiting Room	1:00pm – 4:00pm 6:30pm – 9:00pm	8:00am – 11:00 am 1:00pm – 4:00pm	4 Visits per Week (Monday – Sunday) Two hour limit on Saturday and Sunday, only one visit per day on Weekends
*RESTRICTED	No Contact Booths	1:00pm – 4:00pm 6:30pm – 9:00pm	8:00am – 11:00 am 1:00pm – 4:00pm	One visit of 1 hour – Monday – Friday One visits of 1 hour Saturday or Sunday
**ADMINISTRATIVE CONFINEMENT	Video Booths	6:30pm – 9:00pm	8:00am – 11:00 am 1:00pm – 4:00pm	One visit of 1 hour – Monday – Friday One visits of 1 hour Saturday or Sunday
**SEGREGATION	Video Booths	6:30pm – 9:00pm	8:00am – 11:00 am 1:00pm – 4:00pm	Dependent upon Internal Status call to find out

**All visits with an asterisk(s) required a pre-approved appointment for the visit. You must contact the institution 2 working days before you want to visit. Call between 8am and 4pm, Monday through Friday. For \*Restricted Visits call (920)436-3224. For \*\*Segregation/Administrative Confinement Visits call (920)436-3262.**

- For all statuses, except “Unrestricted,” the number of visitors per visit is limited to 2 visitors (including children).
- Unrestricted Status Inmates are allowed up to 7 visitors (including children).
- Visit Overcrowding – On some occasions, the Visits Officer may end your visit early (after a minimum of 1 hour has passed), in the event the Visiting Room is full and there are other visits waiting to get in.

Holiday Visits – Visiting periods available are for morning and afternoon, for Unrestricted Status the inmate may have up to 2 visits on the Holiday. Be aware Holiday Visits still count towards the total (4) of visits allowed per week.

**Special Needs Visiting Hours**

Monday, Tuesday, Thursday and Friday 1pm to 4pm  
1<sup>st</sup>, 3<sup>rd</sup> (and 5<sup>th</sup> if applicable) Saturday of each month – 8 am – 10:00 am  
2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month - 2:00 pm – 4:00 pm  
Limit of 7 people

If you require special accommodations because of a physical condition that prevents you from accessing the regular visitors area. A DOC-2424 Visitor Requesting Accommodations form needs to be filled out by your physician and returned to the Security Department for verification and approval. This form needs to be faxed from you physician’s office to 920-430-1694 and the original copy mailed to Green Bay Correctional Institution, Attention Security, PO Box 19033 Green Bay WI 54307. Once approved you will need to contact the Security Department at least 2 days in advance to schedule a visit (920) 436-3270 or (920) 436-3224. Scheduling is subject to availability of the special needs area.

**Approved Inmate Property**

Family and friends may only order from approved companies. Items designated as medium security institutions are not allowed. You are encouraged to check with the inmate before placing an order, there are limits on the number of each item an inmate may possess. No items or money can be brought in to the inmate, nor can they be left with an Officer at the institution. Approved Companies (subject to change) are:

<p><b>Jack L. Marcus</b> 5300 West Fond du Lac Ave. Milwaukee, WI 53216-1348 Phone (800) 236-2611 or (414) 438-4999 Fax (800) 643-9992 or (414) 438-4978 www.JLMarcusCatalog.com</p>	<p><b>Union Supply Company, Inc.</b> WI Inmate Package, Dept. 500 P.O. Box 309 Groveport, OH 43125-0309 Phone (866) 402-0644 Fax (866) 402-5085 www.wiinmatepackage.com</p>
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All items, including funds, must be mailed to the institution using the PROPER address below.

**Inmate Correspondence, Funds, and Packages**

Incoming correspondence/regular mail (no funds) U.S. MAIL ONLY should be addressed as follows or it may be returned to sender:

Inmate Name and DOC Number  
Green Bay Correctional Institution  
P.O. Box 19033  
Green Bay, WI 54307-9033

Funds Only Must be received in the form of a **MONEY ORDER or CASHIERS CHECK ONLY.** Funds for inmates must be sent/received from **U.S. MAIL ONLY** and should be addressed as follows or it may be returned to sender:

Inmate Name and DOC Number  
Green Bay Correctional Institution  
P.O. Box 10044  
Green Bay, WI 54307-0044

Sending a package through UPS or other commercial carrier, the street address you must use (the U.S. Post Office **will NOT** deliver to the street address) is as follows:

Inmate Name and DOC Number  
Green Bay Correctional Institution  
2833 Riverside Drive  
Green Bay, WI 54301