

## VISIT ENTRANCE PROCEDURES

1. All vehicles must be locked while parked in JCI parking lot. Special parking spaces have been provided (Marked by handicapped signs) for visitors who have physical disabilities and have license plates or state approved display cards that authorize handicapped parking.
2. Only visitors on the inmate's approved list shall be permitted to visit the inmate. This includes adults and minors.
3. The maximum number of visitors will not exceed six (6) adults and their minor children for a single visit, not to exceed a total of twelve (12) visitors.
4. The visiting week begins on Wednesday and ends the following Tuesday. The inmate is allowed 3 visits per week with 1 of those being on a weekend. There will be no visiting on Mondays unless it is a holiday.  
**No admittance until 15 minutes prior to the start of Visiting Hours.**

### General Population Visits

<b>Visiting Hours:</b>		
Tuesday thru Friday	2:45 PM - 8:45 PM	3 hour visit
Saturday and Sunday	8:00 AM - 3:45 PM	2 hour visit
Holidays	8:00 AM - 3:45 PM	2 hour visit

**NO ADMITTANCE during the following count times:  
11:30 AM (weekends) and 4:10 PM (weekdays) until count clears.**

<b>Holidays are:</b>	
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

### Restricted Status Housing Visits

Visiting hours are from 8:00 a.m. to 11:00 a.m. on weekdays (Tuesday through Friday), and 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:45 p.m. on weekends (Saturday and Sunday) and holidays. Visitors will not be admitted after 3:15 p.m. on Saturday, Sunday, and holidays. Inmates in TLU or Observation status shall receive three (3), one (1) hour visits per week, only one (1) of such can be on a weekend. All Observation visits must have the approval of the Warden. Inmates in Restricted Status Housing are allowed only one (1) one (1) hour visit per week. No more than three (3) adult visitors may visit at a time. Children are not allowed in the Restricted Status Housing visiting area.

5. All visitors age sixteen (16) and older must provide identification. The only acceptable forms of identification are:
  - a. State Driver's License (out-of-state also)
  - b. Valid Passport of Visa
  - c. Valid Department of Transportation ID
  - d. Valid Military Photo ID
  - e. Valid Tribal Photo ID
6. Lockers are provided in the Lobby for placement of purses and other items not allowed in the Institution. Limited tokens are available from the Lobby Officer. We recommend 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. Cell phones and pagers left in lockers must be turned off.
7. No food or beverage items may be carried into or out of the Institution. The North Woods Café (schedule varies) and vending machines are available in the visiting area. There is a change machine in the Lobby for one (1), two (2), five (5), ten (10) and twenty (20) dollar bills. 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 \$20.00 per visitor. To purchase food from the Café, the money must be in the inmate's account prior to the day of the visit.
8. 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 the medication be near you. It will be kept at the Officer's Station in the Visiting Room where it can be obtained if necessary.
9. Visitors may bring the following items into the Visiting Room:
  - a. Up to two (2) baby blankets for each child.
  - b. Up to four (4) diapers for each child.
  - c. A combination of up to two (2) plastic drinking containers (bottle/sippy cup) for each child; sippy cup must be empty.
  - d. Enough powdered formula to mix one (1) bottle/sippy cup per child; formula must be in a clear plastic bag.
  - e. One (1) hand-held baby seat for each child.
  - f. Diaper wipes - in clear plastic bag.
  - g. One (1) pacifier for each child.

- h. One (1) coat and one (1) pair of gloves for each visitor.
- i. Headwear (provided it does not conceal identity).
- j. Coins and/or bills, not to exceed \$20.00 limit set in #7 above.
- k. Comb, pick or brush limited to one (1) for each visitor.
- l. One (1) Institution locker key.

Diaper bags are not permitted into the Institution. Diapers, individual wipes, formula and plastic bottles/sippy cups for babies/toddlers should be carried in a clear bag. No toys or rattles are allowed.

- 10. Cameras are not permitted in the Visiting Room. However, photos may be purchased through the JCI Photo Project. Inmate must have funds in his account prior to the day of the visit to cover the cost of the photos.
- 11. Drugs, alcohol, tobacco, ignition devices, and weapons are not permitted in the Institution. Persons found to be attempting to bring any of those items into the Institution are subject to prosecution. **A felony conviction could be the result of this activity.** Persons exhibiting signs of intoxication will not be allowed to enter the Institution.
- 12. This is a tobacco free Institution and therefore no tobacco products are allowed. Please keep tobacco and related products in your vehicle.  
  
**NOTE:** Because the presence of contraband in the Institution causes major security/safety breaches, trained dogs are 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.
- 13. No reading materials or other papers may be brought in without prior approval of the Security Department. Only Income Tax Forms, which need to be signed, may be brought in on visits. The Inmate will be called up to sign the forms, which will be kept at the Officer Station and returned to the visitors at the end of the visit. All other legal material entering or leaving JCI will be sent through U.S. Mail only.
- 14. Pets are not allowed in the Institution or on Institution grounds. Certified service animals are permitted.
- 15. 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 are not given access to JCI Visiting Room will not be allowed to wait in the JCI lobby or parking lot.

- 16. All visitors must pass through and clear the metal detector. **Failure to successfully clear the metal detector after three (3) attempts will result in the visit being denied.** To expedite the entrance process, visitors should avoid wearing clothing with metal attached (buckles, snaps, metal buttons, bib overalls) and refrain from wearing excessive jewelry. The metal detector is also sensitive to wire in undergarments.
- 17. Any visitor who has a medical condition, i.e., metal pin in leg, etc. must provide a medical verification from a doctor, per Institution policy, **BEFORE BEING ALLOWED ENTRANCE.** This medical verification must be sent to the Security Director prior to the visit. No exceptions.
- 18. Any visitor attempting entrance into the Institution in a wheelchair must pass entrance procedures and will be allowed only to visit in an Institution wheelchair to be provided by JCI. Individuals who have specially designed or equipped wheelchairs must submit medical documentation from a doctor to verify the need prior to the visit. In keeping with security concerns for the Institution, every consideration will be extended to accommodate the visitors.
- 19. The visiting area at JCI 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. Swimming suits.
  - c. Shorts that are shorter than fingertip length + 3 inches (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 which expose midriff (front and back).
  - g. Underwear worn on the outside or exposed is considered inappropriate.
  - h. Blouses, shirts, and dresses that show cleavage.
  - i. Skirts with revealing slits.
  - j. Spandex/spandex-like and lycra/lycra-like athletic pants, aerobic/exercise tights, leotards, or button/snap sided (tear-away) sweat/wind pants.
  - k. Clothing with revealing holes or tears above fingertip level. (see "c" above)
  - l. Clothing or accessories with obscene or profane writing, images, or pictures.
  - m. Gang or club-related clothing or insignia indicative of gang affiliation- this includes, but is not limited to motorcycle jackets bearing club logos.
  - n. Camisoles and tank tops are only permissible when worn under other clothing.
  - o. Internet 'Smart' technology and electronic recording equipment of any form. **This includes all watches, as some have 'smart' capability.**
  - p. Sunglasses.
- 20. All visitors; men, women, and children must wear shoes for the entire visit.

21. The following items for an inmate may be brought on a visit and left at the Lobby to be processed by the Lobby and Property Officers.
- Wedding ring- limit one (1) No other type of rings.
  - Boxed release clothing (within thirty (30) days of release ONLY).
22. Visitors are not allowed beyond the Visiting Room.

General Information	
JCI Phone #	(715) 284-4550
JCI Fax #	(715) 284-7335
JCI Addresses	
Inmate Mail:	Inmate's Name & DOC # Jackson Correctional Institution PO Box 233 Black River Falls, WI 54615
Packages:	Inmate's Name & DOC # Jackson Correctional Institution N6500 Haipek Rd. Black River Falls, WI 54615
Money Orders/ Cashiers Check:	Inmate's Name & DOC # Jackson Correctional Institution PO Box 116 Black River Falls, WI 54615

## DO's AND DON'Ts of the VISITING ROOM

- Excessive displays of affection are not permitted. You may embrace and kiss at the beginning and end of each visit, a kiss will last no longer than two seconds. Any other physical contact will be limited to hand holding only.
- While seated, visitors and inmates must remain seated directly across from each other during the visit, or at staff's discretion if more than one visitor is present. This includes both inside and outside visiting areas.
- Whether visits are outside or inside, parents/inmates are responsible for the supervision of their children. Inmates may hold their minor children age five (5) or younger in an appropriate manner. Visits may be terminated due to unruly children.
- All outside visits will take place by the tables, and there will be no moving of tables, inside or outside, without staff approval. Inmates and visitors will sit across from one another while seated at the picnic tables. You may not sit on the tabletops or straddle the benches, nor will visitors be allowed to sit on the ground. The outside area closes when the outside lights come on.
- Visiting with anyone not sitting at your table is not allowed.
- The visiting room North Woods Café does not accept cash. All food purchases from the Café will be made using a money transmittal from the inmate's account. **ONLY POSTED AMOUNTS CAN BE USED.** There will be no exceptions. Orders for food will be placed with the Café workers, and the money transmittal will be verified by the visiting room officer prior to receiving services. Plan ahead. Only authorized staff and inmates may enter the training kitchen area for any reason. No food or beverage carry outs are allowed from the North Woods Café.

## Conceal and Carry of Weapons

While Wisconsin has established laws which allow for the legal concealing and carrying of firearms and other weapons, it is not allowable to bring any weapon into the Institution.

Visitors who do legally possess a fire arm or other weapon under Wisconsin Conceal and Carry laws must secure those firearms and weapons inside of the trunk of their vehicle or in a locked compartment inside of their locked vehicle prior to entering the Institution.

Failure to comply or attempting to bring firearms and or other weapons into the institution may result in notification of Law Enforcement and/or affect your visiting privileges.