



OAKHILL CORRECTIONAL INSTITUTION

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5212 County Hwy M
Oregon, WI 53575

Mailing Address

P.O. Box 140
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ENTRANCE GUIDELINES

The following guidelines are established to provide information to persons intending to enter Oakhill Correctional Institution. Please read these guidelines carefully.

Visiting Hours:

NO ADMITTANCE 45 MINUTES PRIOR TO THE END OF VISITING HOURS

Wednesday, Thursday, and Friday:

5:00 p.m. – 9:00 p.m.

Saturday, Sunday, and Holiday:

7:30 a.m. – 2:30 p.m.

NOTE: General Population Inmates are allowed a total of three (3) visits per week and three (3) hours per visit. The scheduled visit week begins Wednesday and ends on Sunday. There are no visits on Mondays or Tuesdays unless that day is a Holiday. **Please verify with the offender prior to visitation if he has met his limit so that you will lessen your chance for denial.** From the 3 visits allowed per week, there is a limit of one visit per day and only one visit per weekend.

Segregation Visiting Hours (1 Hour Length Limit):

Wednesday, Thursday, and Friday:

6:00 p.m. – 8:30 p.m.

Saturday, Sunday, and Holiday:

8:30 a.m. – 10:30 a.m. or 12:30 p.m. – 2:30 p.m.

- TLU (Temporary Lock Up) inmates are allowed three (3) visits per visit week with only one visit per weekend. Disciplinary Separation inmates are allowed one (1) visit per visit week. Control or Observation visitation requires HSU or Clinical approval.

ARRIVAL AT OAKHILL CORRECTIONAL INSTITUTION

Visitor Parking

- Park in lined parking spaces only. When winter parking is in effect, park on the appropriate side for the day.
- Vehicles must be parked in the lot with windows rolled up and doors locked. Visitors and non-visitors may not wait in the parking lot during visitation. Non-visitors who drive visitors to OCI for visitation must work out a time to pick up the visitor(s) after their visit.
- **No weapons, alcohol, or illegal drugs** are allowed on state property.
- Pets are not allowed on state property.
- Move directly to and from vehicles when entering and leaving the institution.
- Anyone that is denied entrance to visitation shall leave state grounds.
- Verbal communication, waving, sounding, and/or blinking headlights to signal inmates are prohibited.
- Disabled/stalled vehicles must be attended to and/or removed as soon as possible. Vehicles left on state property for over 48 hours will be towed at the owner's expense.

Prohibited Items

- Weapons.
- Illegal Drugs.
- Alcohol.
- Tobacco and related products.
- Matches and lighters.
- Cell phones, pagers, or other electric equipment.
- Internet "smart" technology and electronic recording equipment in any form.
- Pets or other animals, except for those required as service animals for persons with disabilities.
- Purses.
- Cameras and video recorders.
- Food items.
- Reading materials or other papers without prior approval.
- Children's books, games, and toys. (Such items are provided in the children's play area)
- Visitors may not bring in any items for an inmate.
- Watches.

Registration Procedure

Upon your arrival in the Lobby of OCI you must first check in with visiting staff. Only persons on the inmate's approved visiting list are routinely authorized to visit. Request for an exception to the approved visitors list shall be directed to the Social Worker ten (10) working days prior to the anticipated visit. You will not be permitted to stay or loiter in the Lobby unless you are waiting to enter the institution. Securable lockers are provided in the Lobby for your car keys and ID cards and you will retain the key for the locker. Individuals are to conduct themselves in an appropriate and courteous manner and comply with rules and instructions. **The Shift Supervisor will deny visiting privileges to anyone who appears to be under the influence of intoxicants, liquor, drugs, or in the possession of a weapon.** Any money for deposit in an inmate's account must be mailed in with the inmate's name and number through the U.S. Mail via a money order. The maximum number of visitors per visit is six (6), not including children, unless prior arrangements have been made through the Security Director or designee. Visitors may visit one inmate per day. Inmates who are related, either naturally or through marriage, and whose related status is documented, will be allowed joint visits with the approval of the Corrections Program Supervisors, Warden or designee. Attorneys and clergy members shall be allowed to visit Monday through Friday 8:30 a.m. – 4:30 p.m. with prior approval from the Correctional Program Supervisors, or Deputy Warden.

Identification

Individuals age 16 and over will be required to provide valid picture identification. Valid picture identification is considered to be non-expired and non-voided. Acceptable forms of ID include: valid state driver's license; valid passport or visa; valid Department of Transportation ID; valid Military ID; or valid tribal ID (if it provides photo). Any person under the age of 18 must be accompanied by an adult who is on the approved visiting list, and visiting the same inmate, unless the visitor is the legal spouse of the inmate.

Metal Detector

All persons, with the exception of Department of Corrections employees and Law Enforcement Officers, must pass through and clear the metal detector. 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. In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (e.g., buckles, snaps, metal buttons, etc.). It is also recommended that visitors refrain from wearing excessive jewelry. The metal detector is also sensitive to metal contained in undergarments. It is the visitors' responsibility to clear the metal detector. Visitors with pacemakers or other medical implants, which will affect the metal detector, must have their doctor mail verification, (DOC – 2424 Visitor Requesting Accommodations) to the OCI Security Director at least one week prior to their initial visit to allow time for entrance approval to be available in the Lobby. It is the visitors' responsibility to inform the institution of a disability requiring special accommodations. This includes accommodation requests necessary to enter the institution and for the duration of the visit.

Information on forms to verify accommodation may be obtained by calling the Security Supervisor's office. (DOC – 2424 Visitor Requesting Accommodations)

Allowable Items

Only the following items may be brought into the facility by inmate visitors, should they pass inspection:

- Money, not to exceed \$20.00 for each visitor.
- Comb, pick or brush, limited to one for each visitor.
- Up to two (2) baby blankets for each child.
- Up to four (4) diapers for each child. Diaper bags are not allowed.
- Up to two (2) plastic baby bottles for each child.
- One (1) hand held baby seat for each child.
- Diaper wipes. Shall be kept in a clear plastic bag.
- One (1) pacifier for each child. All baby items shall be kept in a clear plastic bag provided by OCI staff.
- One (1) coat and one (1) pair of gloves for each visitor.
- Headwear (provided it does not conceal identity).
- One (1) facility locker key.
- Medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi-pens, etc. Must be shown to the visiting staff immediately upon registering for approval.

Dress Code

The inmate visitors' dress code listed below has been developed to ensure a safe and secure institution visiting area that is appropriate, refined, and conducive to a natural family environment. Failure to comply with the following guidelines will result in denial of entrance or removal from Oakhill Correctional Institution.

- Transparent/translucent clothing.
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube or halter style.
- Camisoles and tank tops are only permissible when worn under other attire.
- Tops and dresses that expose the midriff (front and/or back).
- Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
- Exposed undergarments.
- Clothing with revealing holes, tears, or slits.
- Clothing or accessories with obscene or profane writing, images, or pictures.
- Gang-related clothing, headwear, shoes, logos or insignias.
- Any clothing that may have the potential to cause undue attention.
- These clothing restrictions apply equally to men, women and children.

Conduct in the Visiting Area

Inappropriate conduct by visitors/inmates (including children) may result in termination of the respective visit and/or suspension of visiting privileges dependent on the severity of the inappropriate conduct. It is the inmate's responsibility to provide visiting regulations to their visitors.

- Seating shall be assigned by the Visiting Room Officer. Permission from the Visiting Room Officer shall be received prior to any change in seating. Furniture will not be moved. Visitors and inmates shall at all times sit in an upright position during the visit and shall not place legs or feet on furniture.
- Visiting is a family affair. **Sexual conduct of any type is not permitted.**
- Visitors and inmates shall be allowed to embrace and kiss briefly at the beginning of the visit. At the end of the visit, Inmates shall be allowed to embrace and kiss briefly at their tables and then wait to be excused from their tables. Unrestrained or inappropriate displays of affection shall not be permitted. During the visit, hand holding is the only physical contact allowed and hands shall be above the table, clearly visible to the visiting officer.
- Inmates and their visitors shall not be permitted to visit with other inmates and/or other visitors.
- Visitors shall change children's diapers in the visitor's bathroom only.
- Combing or braiding of another person's hair while in the visiting area is not permitted.
- Clothing and footwear shall be worn at all times.
- Inmates shall be responsible for cleaning the tables and immediate area prior to the end of their visit.
- Visitors and inmates shall avoid loud talking and boisterous behavior and noise levels shall be kept to a minimum to accommodate all visitors.
- No articles, money or other items shall be given to an inmate on a visit.
- Visitors shall not be permitted to receive anything from an inmate with intent to convey items out of the institution without permission.
- Inmates shall be permitted, for brief periods of time, to hold their children under the age of 5, who are visiting him.
- The responsible adult visitor shall escort and supervise their children to and from the restroom.
- The adult visitor shall be responsible for supervising children throughout the visit and for their safety at OCI.

Daniel A. Westfield

Warden