

PRAIRIE DU CHIEN CORRECTIONAL INSTITUTION (PDCI)
500 EAST PARRISH STREET
PRAIRIE DU CHIEN, WI 53821-9900
608-326-7828

VISITOR ENTRANCE GUIDELINES

Driving directions can be obtained at <http://doc.wi.gov/Home>

The following guidelines have been established to inform visitors intending to enter PDCI. Please read these guidelines carefully and keep for future reference. Failure to comply with these guidelines will result in denial of entrance or removal from PDCI.

VISITING HOURS

Tuesdays, Thursdays, Fridays:

5:00PM – 8:30PM

Saturdays, Sundays, and Holidays:

10:30AM – 5:30PM 3 hour limit

Visits may be extended with the approval of the Security Director AND if the visiting area is not at full capacity; the inmate must submit a Special/ Extended Visit form at least one week prior to the visit. Inmates are permitted only 1 visit per day and 1 per weekend for a total of 4 visits per week. **Recognized holidays:** New Year's Day*, Martin Luther King, Jr. Day, Memorial Day, Independence Day*, Labor Day, Thanksgiving, Christmas Eve, Christmas Day*, New Year's Eve. *If the holiday falls on a Sunday, visiting will be allowed on Monday.

There will be no admittance into the institution ½ hour prior to the end of visiting hours.

SPECIAL INFORMATION

Wisconsin State Statute 302.095 prohibits delivery of any article to an offender in a state prison, depositing or concealing an article within a state prison or its boundaries or receiving an article to convey out of the institution that is contrary to the rules or without the knowledge / permission of the Warden. Any person found in violation may be guilty of a class I felony.

In addition, Wisconsin State Statutes 961.49 and 961.495 prohibit the possession, delivery or distribution of a controlled substance on or within 1000 feet of a correctional facility. **PDCI is committed to maintaining a drug-free institution** and will actively investigate and prosecute any individuals bringing drugs into this facility. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. **Anyone exhibiting signs of intoxication will not be allowed to enter PDCI.**

PARKING AT PDCI

1. Park in the lot on Parrish Street. Enter the facility through **Building A** (clearly marked).
2. No weapons, illegal drugs, or alcohol are allowed on state property.
3. Remove your keys and lock your vehicle. Windows must be shut, although in hot weather, windows may be left open no more than 1 inch.
4. Pets may not remain in an unattended vehicle on institution grounds.
5. No loitering in the parking lot area. No littering or horseplay.
6. Anyone denied entrance must leave state property immediately. No one may remain on state property to wait for other persons who are visiting.
7. Minor children may not be left unattended in the lobby or parking lot. An adult must accompany children leaving a visit.
8. Yelling, waving, sounding vehicle horns, or blinking headlights to signal inmates is strictly prohibited.
9. No photos of the institution may be taken.
10. Disabled/stalled vehicles must be reported; vehicle 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.
11. PDCI is a tobacco-free facility. Tobacco use is not allowed anywhere on state property including the parking lot. Visitors will be expected to extinguish cigars/cigarettes and halt other tobacco use before entering the lot.

ARRIVAL

Only visitors on the approved visitor's list may enter the institution. A maximum of 6 visitors will be allowed for a single visit (including children). Upon arrival, you must fill out a "Request to Visit Offender" form and sign a Visitor Register. You will be asked to provide photo identification and will need to place it into a plastic sleeve that clips to your clothing; your ID must be displayed during your visit. Your hand will be stamped and you will be required to show this stamp upon exit.

Cell phones, pagers, cameras or other electronic devices, personal watches, tobacco products, lighters, matches, pocketknives, and weapons are not allowed in the institution. Secured lockers are provided in the lobby for items that may not be carried into the institution (including wallet and keys). Individuals should demonstrate appropriate and courteous conduct and comply with all rules and instructions.

IDENTIFICATION

Individuals 16 years and older are required to provide picture identification (valid, DOT, military or tribal ID card, driver's license, or passport/visa). An adult on the approved visitor list must accompany any person under the age of 18. Amish visitors who do not have a photo ID may contact the institution to arrange authorization.

METAL DETECTOR

All visitors must pass through and clear the metal detector. In order to expedite the entrance process, **please avoid wearing excessive jewelry or clothing with metal attached (i.e. large metal buckles, snaps, or buttons, bib overalls, underwire bras, etc.)** Anyone wearing an underwire bra will be allowed to remove it in a changing area; the garment must be placed into a clear plastic bag to allow for visual inspection. Shoes may also need to be removed. After clearing the metal detector, the visitor will be allowed to replace the garment/shoes and proceed to the visiting area.

It is the visitor's responsibility to clear the metal detector. Visitors will be given three attempts to successfully pass through the metal detector. The Lobby staff will deny admission to those individuals who are not able to do so.

SPECIAL ACCOMMODATIONS

Anyone requiring special accommodations for a visit due to a disability/special need (e.g. medical implants or appliances which do not allow one to clear the metal detector, wheelchair, walker, crutches, Bledsoe boot, brace, etc.) must submit a "**Visitor Requesting Accommodation**" form (DOC-2424); **the form must be completed by a licensed physician and must be approved by PDCI Security Department prior to entrance.** Once verified, the form will be maintained on file for future visits and can be accessed by all DAI institutions where you might visit.

Visitors in wheelchairs must pass through the metal detector and transfer to an institution wheelchair, unless prior arrangements have been approved per the DOC-2424. Neither wheelchairs, nor carts will be provided by PDCI without prior authorization.

ALLOWABLE ITEMS

No paper money, cameras, purses, or diaper bags may be brought into the institution. Prescription medication (only that which is required during the visit) must be kept at the Visit Officer's station. Prescription glasses for inmates (with the prior approval of the Health Services Unit) may be brought in on a visit and will be processed by the Lobby and Property staff. No other items may be brought for an inmate.

Photos may be taken during your visit; each photo is \$2 and tokens are available in the lobby (*you may not return to the lobby during your visit, so be sure to buy enough tokens prior to leaving the lobby*). No food items may be brought into the institution; vending machines are available in the visiting room. Inmates are not allowed to handle money of any kind, but may receive food items purchased by visitors from the vending machines.

Only the following items may be brought in for your use while visiting (will be inspected thoroughly by lobby staff):

Coat, gloves, hat (may not conceal identity)	1 pacifier	2 plastic baby bottles
1 Comb/pick/brush	4 diapers	2 receiving blankets
1 hand-held baby seat	Baby wipes (small amount in clear plastic bag)	
\$15 <u>in change</u> per person - <i>change machine available in lobby (cannot return to lobby during visit)</i>		

ATTIRE

The dress code has been developed to ensure a tasteful and wholesome family atmosphere in the visiting room at PDCI. The following apparel is considered inappropriate and will result in denial of entry into the institution:

1. Transparent / translucent clothing;
2. Shorts less than fingertip length (i.e. visitor standing naturally with arms straight down the side of the body and fingers extended);
3. Skirts or dresses less than fingertip length plus three inches (as stated above);
4. Strapless, tube and halter tops or dresses, or tops/dresses which expose the midriff (front and/or back);
5. Clothing with revealing holes, slits, or tears above fingertip level (as stated above);
6. Spandex, Lycra, or other similar tight, body-hugging clothing (including athletic or stretch pants)
7. Blouses, shirts, and dresses which are low cut (at the discretion of PDCI staff);
8. Exposed underwear;
9. Clothing or accessories with obscene or profane writing, images, or pictures;
10. Gang or club-related clothing or insignia indicative of gang affiliation or use of alcohol or drugs. This includes, but is not limited to, jackets, shirts, and footwear bearing club logos;
11. Any clothing that may have the potential to cause a disruption.

Hats/headgear may not conceal identity; anyone who wears religious headwear which conceals identity must call the Security Program Assistant (ext. 2313) at least 24 hours in advance to make the necessary arrangements for a visit.

Footwear and appropriate attire is required at all times during the visit.

These restrictions apply equally to men, women, and children.

Failure to comply with these guidelines will result in denial of entrance or removal from PDCI.