

RACINE YOUTHFUL OFFENDER CORRECTIONAL FACILITY

VISITOR GUIDELINES

REVISED September 2012

Attempts to introduce contraband into the institution will be reported to the security supervisor. Outside charges may be filed.

VISITING HOURS

Tuesday, Wednesday, and Friday	3:00 PM - 8:30 PM
Saturday, Sunday, Holidays	8:30 AM - 3:30 PM

1. Inmates housed in general population are permitted a total of up to 9 hours of visiting time per week.
2. Inmates may receive only one visit per day, with a maximum of three visits per week.
3. The week begins on Tuesday and ends on Sunday.
4. Tuesday, Wednesday, and Friday visits may last up to 3 hours.
5. Saturdays, Sundays, and Holiday visits may last up to two hours. Inmates may have only one visit on a weekend, holiday, or weekend-holiday combination. New Years Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day are considered holidays.
6. Visiting hours may be shortened due to space availability problems; efforts will be made to accommodate all visitors.
7. Visits must begin 45 minutes prior to the end of visiting hours.
8. Visiting time does not accumulate and does not carry over from week to week.

VISITOR IDENTIFICATION AND REQUIREMENTS

All visitors age 16 and older must have appropriate picture identification. ID's must be valid. No expired identification will be accepted. The only acceptable picture ID's will be:

1. Valid State of Wisconsin driver's license/ DOT fee receipt with photo
2. Valid Wisconsin Department of Transportation ID
3. Valid Wisconsin Workforce Development ID
4. Current US Department of State issued Passport
5. Valid military ID.
6. Current Out of State Drivers license or State ID with Photo

Visitors not having the proper ID will be denied access to the institution. There will be no exceptions regardless of how many times you have visited and/or if you feel the staff should automatically know who you are based on past visits.

Visitors with alcohol on their breath appear intoxicated or under the influence of any substance will not be allowed into the institution.

Disruptive or disrespectful behavior will not be tolerated and will result in the visitor being denied admittance into the institution and may also result in a loss of visiting privileges as deemed appropriate by the Security Director.

All visitors, including minors, must be on the offender's approved visiting list. An adult, who is also on the approved visitors' list, must accompany all minors unless the minor is the spouse of the offender.

All visitors entering the institution will be stamped on their right hand with invisible ink. No visitor will be permitted to exit the institution until the lobby staff identifies his/her stamp.

Visitors who are not allowed to visit must leave institution grounds immediately.

METAL DETECTOR/SEARCH OF VISITORS

1. All visitors must clear the metal detector before being permitted to enter the facility. Only three attempts to clear the metal detector are allowed.

- a. If there is a medical reason a visitor cannot pass the metal detector, he/she will be required get a medical clearance signed by a licensed doctor. DOC Form 2424 is available to inmates to send to visitors.
 - b. Your physician must complete and return this document to the Security Director (RYOCF, P.O Box 2200, Racine, WI 53404-0001) using the medical provider's letterhead and must include the name of the offender the individual intends to visit. Information received via Facsimile or sent via US Mail from addresses not identified as medical facilities, is not acceptable.
 - c. Until this document is approved, the visitor in question will not be allowed to visit.
 - d. If the Security Director approves the medical clearance, the visitor will be hand-scanned before entering the visiting room.
 - e. Pacemaker cards or other cards identifying medical conditions will not be accepted as proof of medical condition.
2. Visitors will proceed through on a normal pace; with arms at their side.
 3. Visitors will not be allowed entry when wearing clothing with decorative metal or large metal fasteners (i.e. buckles, snaps, metal buttons, etc.) Visitors must be able to remove or replace clothing that will not pass the metal detector.
 4. Wire in undergarments and shoes will not pass the metal detector and should not be worn
 5. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 will apply.
 6. Headwear/hats are not permitted.
 - a. 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.
 - b. If the visitor is female, a female staff member will conduct the identification verification procedure.
 - c. Special security precautions may be taken, as authorized by the institution Security Director to effectively supervise the visit.
 7. Breastfeeding During Visitation
 - a. A mother with child is permitted to breast-feed during visitation in the institution/facilities visiting room.
 - b. Institution/facilities have an area within the visiting room available if a mother desires to have privacy while breastfeeding, but the mother cannot be required to utilize it.
 - c. Mothers wishing to breast-feed cannot be required to utilize restrooms to expel breast milk into bottles. They can be offered a privacy area of this, but it cannot be required.

VISITOR ATTIRE

1. RYOCF stresses a family atmosphere and visitors should keep this in mind when selecting clothing to wear for their visit. Clothing must be worn in the manner intended. The following apparel is considered inappropriate and will result in the denial of a visit.
 - a) Transparent clothing.
 - b) Shorts which are shorter than fingertip length (visitor standing naturally with arms straight down the side of body and finger extended; shorts should not be above fingertips).
 - c) Skirts or dresses shorter than fingertip length plus three inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance).
 - d) Strapless, tube and halter tops.
 - e) Tops which expose the midriff.
 - f) Spandex or spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights or leotards.
 - g) Underwear worn on the outside or exposed.
 - h) Clothing with revealing holes or tears above fingertip level.
 - i) Clothing or accessories with obscene or profane writing, images or pictures.
 - j) Gang or club related clothing or insignia. This includes, but is not limited to, motorcycle jackets bearing club logos and footwear.
2. Restrictions apply equally to men and women.

Money / Property Brought in on Visits

No cash or other personal items will be accepted by facility staff or left in the visiting area for offenders.

Money may not be brought in on a visit to be deposited in an offender's account. All money for deposit to an offender's account must be sent through the mail and must be in the form of a cashier's check or money order only and mailed to:

RYOCF (offender's name/number and housing unit) P.O. Box 44398, Racine, WI 53404-7007

Letters, photos, and legal papers cannot be brought in on visits. Exceptions may be made with prior approval at tax time for tax documents that must have the offender's signature. No other exceptions will be made.

APPROVED PROPERTY FOR OFFENDER VISITORS

The following are not permitted inside the visiting room; wallets, purses, keys, diaper bags, ID's and electronic paging devices, cameras, cell phones and food items.

Visitors are allowed to take the following property into the visiting room after inspection by staff and in some cases after being viewed on the x-ray machine:

1. Up to \$15 worth of coin money for use in the vending machines. A change machine is available in the lobby.
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) institution locker key.

All articles not approved for entry into the visiting room must be placed in a locker. These lockers are located in the lobby and can be operated with two quarters, which are returned to you after returning the key to the locker. The Department of Corrections is not responsible for lost or stolen items that are stored in lockers by visitors.

Visitors visiting in Main Segregation visiting booths are not permitted to bring in any personal items. The number of visitors allowed on a no contact visit is limited to three. Of the three visitors only one can be a child and must be the offenders' child or sibling.

VISITING GENERAL RULES

1. Any abuse of visiting policy and procedures, either by inmates or visitors, may result in a no-contact visit, the suspension or the permanent loss of visiting privileges.
2. Once a no-contact visit has begun, it will remain a no-contact visit.
3. Seating will be assigned by visiting room staff. Inmates must check in at the Officer Station before the start of their visit.
4. The official start time of a visit is when the inmate arrives and checks in with 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 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 before disciplinary action is taken.
5. Inmates are responsible to inform their visitors of all the rules governing their visit.
6. No visitors will be allowed to leave and return once a visit commences.
7. Inmates must sit facing the Officer Station, with their chairs facing their assigned table.
8. Hands of inmates and visitors must be visible to staff at all times. Inmates and visitors are not allowed to place their hands inside or underneath anyone else's clothing.
9. Laps of inmates or visitors are not to be covered at any time during the visit.
10. Inmates and visitors are permitted to hold hands; no other parts of body shall come in contact.
11. The inmates and their visitors may not put their arms around or on one another.
12. Excessive displays of affection are not permitted. Inmates and their visitors are permitted to embrace and kiss at the beginning and end of their visit
13. Inmates and visitors will always sit in an upright position and will not place their feet on the furniture.
14. Any embracing, kissing, or indiscreet conduct during the visit will lead to individual disciplinary action, which may include no-contact visiting, the suspension or the removal of visiting privileges.
15. Inmates are not allowed to handle any coins at any time. Only visitors are allowed to approach and operate the vending machines.
16. Inmates may not leave the visit and then return.
17. Inmates are not allowed to take anything out of the visiting area back to their unit. That includes any items purchased from vending machines.

18. Inmates must wear a complete set of greens, which include a green shirt and pants. All buttons on shirt are to be buttoned except the top button, which cannot be buttoned. Shirts must be tucked inside pants. Collar may not be tucked in, turned under or turned up.
19. Visitors are responsible for the care and behavior of their children. Children should not be left unattended.
20. No running, jumping, or horseplay allowed in area.
21. No cross visiting. Inmates are allowed to visit with people at their table only.
22. Inmates are not allowed to physically or verbally abuse a visitor. This includes disciplining their own children (spanking, pushing, hitting, and loud verbal exchanges of any kind). This behavior will result in the visit being terminated; inmates will be subject to disciplinary action.
23. Visitors are not allowed to physically or verbally abuse an inmate. This includes pushing, hitting, striking or loud verbal exchanges with inmate. This will result in the visit being terminated. The visitor will be subject to having no-contact visiting or their visiting privilege suspended or terminated per the Security Director's decision.
24. Inmates are not allowed to wear coats, jackets, or caps/hats while on a visit.
25. Visitors are not allowed to verbally abuse or disrespect staff in any way. This will result in the visit being terminated and the visitor being subject to having their visiting privilege suspended or terminated per the Security Director's decision.
26. Visitors will change their children's diapers in the visitor's restroom only. Inmates are not allowed to take children to the restroom. Inmates needing to use the restroom will only be allowed to use the inmate restroom. All inmates will be strip searched before being allowed to use the restroom.
27. Conversation during visits will be held to a normal tone of voice to not disturb others.
28. Inmates must clean their table area at the end of the visit.
29. At completion of the visit, the inmate must leave the Visiting Room first.

Failure to abide by the rules and regulations of the RYOCF visiting room may result in the suspension/termination of visiting room privileges.

MAILING ADDRESSES

OFFENDER MAIL

Racine Youthful Offender Correctional Facility
Offender's Name and Number
Housing Unit & Cell number
P.O. Box 2500
Racine, WI 53404-0002

OFFENDER PROPERTY- UPS DELIVERY

Racine Youthful Offender
Correctional Facility
Offender's Name and Number
Housing Unit & Cell number
1500 Hamilton St
Racine, WI. 53404