

# TCI OFFENDER VISITING INFORMATION

## Visiting Hours:

- 2:30 PM through 5:30 PM Tuesday and Thursday
- 2:30 PM through 8:30 PM Monday, Wednesday, & Friday.
- 8:00 AM through 3:30 PM Saturday, Sunday, & Holidays
- Visitors will not be admitted 35 minutes prior to the end of visiting hours.

## Amount of Visiting:

- Four (4) visits per week (Monday through Sunday).
- Only one visit per weekend (either Saturday or Sunday).
- Offender visitors may only visit one offender per day, one time per day.

## Length of Visits:

- Three (3) hours per weekday and evening.
- Two (2) hours per weekend and holiday.
- NOTE: Visits may be shortened due to time and space availability.

**No property for an offender can be left at the gatehouse.**

**Pursuant to DAI POLICY 309.06.01 - Visiting** - Allows visitors an opportunity to access Wisconsin Correctional Institutions/Centers.

## **I. Visitor Entrance**

### **A. Identification**

1. All visitors age sixteen (16) or older must provide photo identification.
2. Acceptable forms of identification are:
  - a. Valid State driver's license.
  - b. Valid passport or visa.
  - c. Valid Department of Transportation ID.
  - d. Valid military ID.
  - e. Valid tribal ID (if it provides photo).
3. Amish visitors who do not possess photo identification as a requirement of their religion shall:
  - a. Provide the institution/center with a signed and notarized affidavit from their Bishop. The affidavit must include the physical description of each proposed visitor.
  - b. The institution/center will retain the original affidavit and place a copy in the respective inmate's Social Services file. The visitor(s) shall retain a copy of the affidavit and must produce it upon arrival to the institution/center as a means of identification.

### **B. Allowed items**

1. The following items are allowed to be brought into facilities by inmate visitors, should they pass inspection:
  - a. Money, not to exceed \$15.00 (fifteen dollars) for each visitor.
  - b. Comb, pick or brush, limited to one for each visitor.
  - c. Up to two (2) baby blankets for each child.
  - d. Up to four (4) diapers for each child. Diaper bags are not allowed.
  - e. Up to two (2) plastic baby bottles for each child.
  - f. One (1) hand-held baby seat for each child.
  - g. Diaper wipes. Must be kept in a clear plastic bag.
  - h. One (1) pacifier for each child.
  - i. One (1) coat and one (1) pair of gloves for each visitor.
  - j. Headwear (provided it does not conceal identity).
  - k. One (1) institution locker key.
2. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitro pills (only individual pills, not bottles), epi pens, etc.

### **C. Dress Code**

1. The following apparel is considered unacceptable and will result in denial of entrance to the institution/center:
  - a. Transparent/translucent clothing.
  - b. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
  - c. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.

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- d. Strapless, tube and halter tops and dresses.
  - e. Tops and dresses that expose the midriff (front and/or back).
  - f. Spandex or Spandex-like and Lycra or Lycra-like clothing (any).
  - g. Exposed underwear.
  - h. Clothing with revealing holes, tears or slits.
  - i. Clothing or accessories with obscene or profane writing, images or pictures.
  - j. Gang-related clothing, headwear, shoes, logos or insignias.
  - k. Any clothing that may have the potential to cause a disruption.
2. Footwear must be worn at all times.
  3. Acceptable attire must be worn at all times.
- D. Search of Visitors
1. Visitors will be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection will result in denial of entrance into the institution/center. Exceptions:
    - a. Visitors wearing underwire bras who cannot pass metal detection may be given an opportunity to participate in the following procedure:
      - i. The visitor will be directed to a private room, where s/he can remove the bra and place it a bag that will be provided by institution/center staff.
      - ii. The visitor will then allow institution/center staff to visually inspect the bag containing the bra.
      - iii. The visitor shall proceed through the metal detector.
      - iv. If the visitor successfully passes through the metal detector, s/he will then be directed to a private room to place the bra back on, and the visit will be permitted.
      - v. If the visitor cannot successfully pass through the metal detector at this point, s/he will then be denied entrance into the institution/center.
    - b. 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.
    - c. Those institutions/centers equipped with televisiting equipment outside the secure perimeter may permit visitors who cannot pass metal detection the option for a televisit.
  2. Headwear is permitted, provided it does not conceal identity and allows institution/center staff to verify identification of the visitor. Headwear is not required to be removed for inspection prior to passing through the metal detector.
  3. 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.
    - a. If the visitor is female, a female staff member will conduct the identification verification procedure.
    - b. Special security precautions may be taken, as authorized by the institution Security Director/Center Superintendent, to effectively supervise the visit.

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### **TAYCHEEDAH CORRECTIONAL INSTITUTION PROCEDURE:**

**Visitor parking will be provided.**

1. Visitors will use the parking spaces provided.
2. Animals are not allowed on state property except for service animals.
3. Children are not to be left unattended in vehicles.
4. Handicap parking spaces are provided with valid permit displayed.
5. Institutional vehicles are to be parked in designated areas.
6. Parking on the roadway or grass is prohibited.
7. Vehicles will be parked in between the lines in an appropriate manner.
8. Parking in the roadway to the sallyport is prohibited.
9. All vehicles are to be locked, windows are to be rolled up, and sunroofs should be secured in the closed position.  
Exception – during periods of extreme heat vehicle windows may be cracked open approximately 1 inch.
10. Motorcycles will park in between the lines.
11. Bicycles will park in bike rack provided.
12. No alcohol, weapons, incendiary items, illicit drugs or unsecured items that could be used for aid in an escape will be allowed on state property.
13. No vehicles may be left overnight.