

**WISCONSIN SECURE
PROGRAM FACILITY**
PO Box 1000, Boscobel, WI 53805-1000
(608) 375-5656

**VISITING RULES
&
INFORMATION**

I. VISITOR IDENTIFICATION:

All visitors, including inmate visitors, over 16, must have appropriate picture identification. ID's must be current, valid, and intact. The only acceptable picture ID's are as follows:

- A. Driver's License.
- B. Military ID (if a member of the military).
- C. Department of Transportation (Motor Vehicle Department) ID Card
- D. County Welfare Department ID Card.
- E. State employee ID Card.
- F. Current passport. Passport must have name, date of birth, and country of residence written in English language.

II. VISITATION TIMES:

- A. General Population Inmate Visiting Hours:
Sunday, Monday, , Friday, Saturday and Holidays
8:30 – 11:30 AM and 12:30 – 3:30 PM
- B. Segregated (Restrictive Status Housing or RSH) Inmates Visiting Room Times:
Tuesday:
8:00 AM - 11:00 AM & 1:00 PM – 4:00 PM
Thursday:
8:00 AM – 11:00 AM
Saturday, Sunday, and Holidays:
8:00 AM - 4:00 PM
- C. Televisits through MSDF or RCI:
Saturday and Sunday: 8:00 AM – 4:00 PM
Tuesday and Thursday: 8:00 AM – 11 AM
(Please see the "Televisiting Information" pamphlet for more details and phone numbers to call to schedule a televisit through MSDF or RCI.)
- D. Holiday hours apply on the following state Holidays:

January 1st
Memorial Day
Labor Day
December 24th
December 31st

Martin Luther King Day
July 4th
Thanksgiving
December 25th

Note: These holidays *will* count towards number and length of visits allowed per week.

III. HOW TO SCHEDULE A VISITING ROOM VISIT WITH A GENERAL POPULATION INMATE

- A. To schedule a visiting room visit at WSPF with a General Population Inmate, please call 608-375-6422 on Wednesday or Thursday between 1:30 P.M. to 3:30 P.M. no more than two (2) weeks in advance.
- B. Only one visit session per day per inmate can be scheduled.

IV. INSTITUTION LOCATION:

1101 MORRISON DRIVE, BOSCOBEL, WI

- A. Driving Instructions:
From State Hwy 60/61, Boscobel
 1. Turn onto Hwy 133 North
 2. Turn right on Cedar St., 1st St., 2nd St., or Johnson St.
 3. Take first left on to Morrison Drive
 4. Follow Morrison Drive
 5. The parking lot for the institution is located off of Morrison Drive to the left. Visitors are to park in designated parking stalls for visitors.
- B. Wisconsin road maps can be obtained from the Department of Tourism at 1-800- 432-8747.
- C. Road condition information can be obtained by calling 1-800-762-3947.

V. NUMBER OF VISITORS:

- A. Contact visits will be restricted to a maximum of three (3) visitors (including children), one of whom must be a responsible adult the minimum of age 18.
- B. RSH visits- Video visits -will be restricted to five (5) visitors (including children), one of whom must be a responsible adult the minimum age of 18.

- C. All special visits must be prearranged through the inmate's Social Worker.

VI. NUMBER AND LENGTH OF VISITS:

- A. WSPF inmates in RSH, with the exception of those in Controlled Separation or Observation will be permitted one, one (1) hour visit per week. For the purpose of recording the number of visits, the visiting week will run from Sunday through Saturday.
- B. Inmates in Control or Observation Status may only have visits with prior approval from the Warden.
- C. Requests for special visits may be granted for visitors traveling long distances; however, they must be approved in advance through the Inmate's Social Worker.
- D. General Population Inmates are eligible for 9 hours of visitation per week. A visit may be no longer than 3 hours in length one per day.

VII. INMATE PROPERTY DISBURSEMENT AND RECEPTION:

- A. Property Sent Out: Property sent out on a visit will be delivered to the lobby area by the Property Department. The lobby sergeant will maintain a logbook stating the inmate's name, number, property to be sent out, and the date received. Upon leaving the visiting area, the visitor will sign the Articles to be sent out on visit form (DOC-578) and the Property Logbook.
- B. The only property to be received at the lobby for inmates are: ring (wedding) and release clothing when the inmate is 60 days or less from his release date. Staff will give the visitor a receipt for these items. All other property must arrive through the mail in accordance with the institution property procedures.
- C. No funds for inmates will be accepted in the lobby area. Cashier checks or money orders may be sent by mail to be credited to an inmate's account. Inmate mail should be addressed with the inmate's name and number to the following address:

Wisconsin Secure Program Facility
PO Box 9900
Boscobel, WI 53805-9900

VIII. CONDUCT ON VISITS AND GENERAL INFORMATION:

- A. Visitors with alcohol on their breath, or who exhibit signs of illicit substance usage, or who appear intoxicated, will not be allowed into the institution.
- B. Only people on the approved visitor list will be allowed entrance into the institution.
- C. Persons wearing inappropriate clothing will not be allowed to visit. Decisions regarding clothing will be made at the discretion of institution staff based on the guidelines of DAI Policy 309.06.01.
- D. No one may loiter in the institution parking lot.
- E. Guns, ammunition, alcohol, cellphones and tobacco products are not allowed on institution property.
- F. Most visiting at this facility is done via closed-circuit television. General Population inmates may have contact visit as space permits.
- G. If during a visit an infant is in need of a diaper change, the visitor will utilize the changing table provided in the bathroom. The soiled diaper will be placed in the provided receptacle.
- H. Minor children must remain in the vicinity of the video visit.
- I. Inmates must remain seated while visiting.
- J. Visitors must remain seated while visiting.
- K. Loud yelling, horseplay, profanity, or any other inappropriate conduct will result in immediate termination of the visit. Disruptive, disrespectful or behavior which would violate DOC Administrative Code (pornography, sexual conduct, etc.), or laws of the State of Wisconsin will not be tolerated and will result in the visitor being denied admittance into the institution, termination of a visit and may also result in suspension of visiting privileges.
- L. Visitors will not be permitted to exit the institution during any official count (11:15 AM) or any emergency count.

IX. PROCESSING INMATE VISITORS:

- A. Visitors will begin to be processed for visits 30 minutes before visiting hours begin, but no later than 45 minutes before the end of visiting hours.

- B. The lobby staff will give the visitor a locker key, so those items not allowed in the visiting area are secured. Wallets, purses and car keys are not allowed in the visiting area. **Only the following** items shall be allowed past the lobby to the visitor visitation booths unless approved by a Supervisor.

Note: All items may be subject to the x-ray machine.

1. Four diapers (disposable).
 2. Two clear plastic baby bottles per child.
 3. One pacifier per child.
 4. Two baby blankets/ towels per child.
 5. One hand-held baby seat per child
 6. Appropriate weather outer garments. (1 coat and 1 pair gloves per visitor)
 7. Necessary ointment/ medication in amounts necessary for duration of visit.
 8. Money, in clear bag not to exceed \$10 in \$1 coins and/or quarters for each visitor.
 9. Comb, pick or brush, limited to one for each visitor.
 10. Diaper wipes. Must be in clear plastic bag.
 11. Headwear (provided it does not conceal identity.)
 12. One institution locker key
- C. The lobby staff will verify the identity of the visitor and check it against the approved visiting list.
 - D. Visitors will be required to successfully pass through a metal detector. Visitors may be required to remove various articles of clothing for closer inspection. Visitors may also be required to turn out the pockets of clothing that cannot be removed for closer inspection.

NOTE: PERSONS WITH PACEMAKERS MUST NOT PASS THROUGH THE STAND-UP METAL DETECTOR.

1. Certain articles of clothing may not allow a person to pass through the detector (for example: metal buckles, buttons, and under wire supports), so visitors are advised to avoid wearing clothing containing more than a minimal amount of metal.
2. People with pacemakers must make their conditions known to the lobby sergeant. Medical verification must be provided before visiting, and will be kept on file in the lobby.

3. Visitors with bone screws, metal plates, artificial hips, etc., must supply medical verification before being admitted. Verification will be kept on file in the lobby.
 4. A hand held scanner will be used for visitors with medical verification on file only.
- E. Upon clearing the metal detector, they will be directed by Lobby staff to the assigned visiting area or booth.

X. SPECIAL INFORMATION:

- A. Oral communications and video monitoring of activities may be recorded inside the institution.
- B. Wisconsin State Statute 302.095 prohibits delivery of any article to an offender of a State Correctional Institution, or depositing or concealing an article within the State Correctional Institution or its boundaries, or receiving any article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than two years or a fine not exceeding \$500.00.
- C. In addition, Wisconsin State Statute 961.465 (Distribution to Prisoners) states "...any person who violates s.961.41(1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail, or House of Correction, is subject to the applicable fine under State Statute 961.41(1) or (1m) or imprisonment of up to twice that authorized by s.961.41(1) or (1m).
- D. The Wisconsin Secure Program Facility is committed to maintaining a drug-free institution and will take actions deemed necessary to prohibit the entrance of drugs and other contraband, including electronic monitoring, the regular use of K9 units in the visitation area and exterior examination of vehicles in the institution parking lot. This facility will actively investigate and refer for prosecution any individuals bringing drugs into this prison.