

16. Children cannot be left unattended in the entrance lobby or parking lot. Any child leaving the visiting area for any reason must be accompanied by an adult.
17. Visitors who are not on the visiting list and/or are not given access to the WRC visiting area will not be allowed to wait in the WRC lobby or parking lot.
18. All visitors must pass through and clear the metal detector. To expedite the process, visitors should avoid wearing clothing with metal attached (buckles, snaps, metal buttons, bib overalls) and refrain from wearing excessive jewelry. The metal detector is also sensitive to wire in undergarments. Any visitor who has a medical condition, i.e. metal pin in leg, dental bridges, requires use of a wheelchair, etc., must provide verification from a medical professional and submit this verification to the WRC Security Director for approval prior to visiting. **No exceptions.**
19. The visiting area at WRC stresses a "family" atmosphere, as family and friends are all ages. Visitors must keep this in mind when selecting clothing to wear during visits. The following apparel is considered inappropriate and will result in the denial of visit:
  - Transparent clothing
  - Swimming suits
  - Shorts shorter than fingertip length (i.e., visitor standing naturally with arms straight down the sides of the body and fingers extended)
  - Skirts or dresses shorter than fingertip length, plus three inches
  - Strapless/tube/halter tops and dresses

- Tops that expose the midriff (front and back)
- Low-cut blouses, shirts and dresses; skirts with revealing slits
- Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights or leotards
- Underwear worn as outer garments or over the top of other clothing
- Clothing with revealing holes or tears
- Clothing or accessories with obscene or profane writing, images, or pictures
- Gang or club-related clothing or insignia indicative of gang affiliation (This includes, but is not limited to, motorcycle jackets bearing club logos)
- Sunglasses

All visitors must wear boots, shoes or sandals for the entire visit. These restrictions apply equally to men, women and children, with the exception of infants or toddlers who are unable to walk.

#### **CONDUCT DURING VISITS**

Visitors will be expected to act appropriately during visits. In addition to the rules described above, a complete set of visiting rules is available in the visiting area. Visitors should review these rules at the start of each visit.

Failure to comply with these rules or follow any directions given by the visiting area staff person may result in the termination of the visit and/or suspension of visiting privileges.

#### **WWRC HIGH ACUITY AND A-4 HIGH MANAGEMENT/SECURITY VISITING**

At certain times, due to an inmate's status or other security reasons, it may be necessary for an inmate visit to be held in the High Management Security visiting area for male inmates or by Video Visiting for female

inmates. Video Visiting is conducted from the WWRC visiting room.

If an inmate is in observation status, clinical staff will determine if the inmate is able to see visitors. Children under the age of 18 years are not allowed in the A-4 High Management Security visiting area. This age limit does not apply to Video Visiting. The maximum number of three visitors is allowed for Video Visiting. Exceptions can be requested through the inmate's social worker and must be approved by the Security Director.

The only items visitors are allowed to bring to the High Management Security area are:

- One handkerchief or tissues
- One plastic comb or hair pick
- Jewelry that the visitor is wearing

Visits in this no-contact area or by video are limited to a maximum of one hour.

#### **NO-CONTACT VISITING**

Inmates may receive disciplinary restrictions regarding no-contact visiting.

No-contact visits will take place in the visiting area on A-4 or by Video Visiting for female inmates and will be subject to the A-4 High Management/High Security visiting restrictions, including the one hour time limit.

If you have questions regarding information contained in this pamphlet, please direct your questions to: Captain in Charge of Visiting  
Wisconsin Resource Center  
PO Box 16  
Winnebago, WI 54985-0016



Wisconsin Department of Health Services  
Division of Mental Health and Substance Abuse Services  
P-20402 (10/2011)  
[http://dhs.wisconsin.gov/mh\\_wrc/index.htm](http://dhs.wisconsin.gov/mh_wrc/index.htm)



**WISCONSIN RESOURCE CENTER  
Winnebago, WI 54985-0016**

#### **INMATE VISITOR INFORMATION PAMPHLET**

#### **WRC INMATE VISITING HOURS**

Sunday: 8:00 - 10:45 AM  
Monday & Tuesday: No visits  
Wednesday-Friday: 6:00 - 8:45 PM  
Saturday & Holidays: 1:00 - 3:45 PM

WRC encourages and accommodates the visitation of inmates by family members, friends, and others who provide support to them, consistent with the need to maintain security. The successful adjustment of an inmate to a correctional institution and the ultimate successful reintegration of an inmate into the community is aided by the maintenance of family and community ties.

**Byran Bartow, Director**

## GENERAL INFORMATION

Driving directions to the Wisconsin Resource Center (WRC) may be obtained by telephone at 920-426-4310.

The Wisconsin Resource Center is a tobacco-free facility. **No smoking or possession of tobacco products is allowed inside any building or on State property.**

Drugs, alcohol and weapons are not permitted in the institution. Persons attempting to bring any of these items into the institution are subject to prosecution and could face felony charges.

Persons exhibiting signs of intoxication will not be allowed to enter the institution.

WI State Statute 302.095 prohibits delivery of any article to any person confined to a 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. In addition, ss.161.465 states "...any person who violates ss.161.41(1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner...is subject to the applicable fine under ss.161.41(1) or (1m) or imprisonment of up to twice that authorized...or both." WRC is committed to maintaining a drug-free institution. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband. Prosecution of individuals violating any of the above statutes will be pursued.

## ENTRANCE PROCEDURES

1. Visitors shall park in the designated area. Special parking areas have been provided (marked by handicap signs) for visitors who have a physical disability and have license plates or state-approved display cards that authorize handicapped parking.
2. Only visitors on the inmate's approved list shall be permitted to visit the inmate. This includes adults and minors. The maximum number of visitors shall not exceed six. This also includes adults and minors.
3. Visitors under 18 years of age **MUST** be on the approved visiting list and must be accompanied by an approved adult visitor.
4. Persons not on the approved visiting list who live a great distance from WRC, making frequent visiting impossible, may request a special visit by contacting the inmate's social worker prior to visiting.
5. Visitors will not be allowed to register for a visit if 30 minutes or less remain before the end of the visiting hours. Visiting hours may change based on institutional needs.
6. Visitors over the age of 16 will be required to provide proper identification. Proper identification includes one of the following:
  - State Driver's License
  - Valid Military ID
  - Department of Transportation Identification Card
  - County Welfare Identification Card
  - State Picture ID
  - Passport
7. Purses, backpacks, fanny packs, brief-cases, etc., are not permitted in the visiting area. Lockers are provided in the lobby for placement of these and other non-allowed items. A token is required to operate the key in the locker and is available from the lobby officer. The institution is not responsible for personal property left in vehicles or lobby lockers.
8. No food or drink items may be carried into the institution. Vending machines are available in the visiting area. A change machine is available in the lobby (for one and five-dollar bills only). Money allowed in the visiting area is limited to five dollars in change per adult visitor. No paper money is allowed in the visiting room.
9. Visitors wishing to deposit money in an inmate account must make the deposit **prior** to the visit. Deposits will not be accepted after an inmate's visit has been concluded. The staff member at the lobby check-in station will accept the money and provide a receipt for the amount to be deposited.

Money received in the lobby will not be deposited to the inmate's account until the next business day and will not be available for use until recorded in that account.
10. No property will be allowed into the institution through the lobby.
11. Visitors requiring medication must notify the lobby officer. Medication will not be allowed in the visiting area, unless it is imperative that the medication be near the visitor at all times. The medication will be kept at the staff desk in the visiting area where it can be obtained if necessary.

12. Visitors may bring the following items into the visiting area:
  - Coins, not to exceed the \$5 limit
  - 3" X 5" coin purse
  - Comb or pick
  - Ten photos (no Polaroids) loosely handled, no photo albums
  - One coat, scarf, hat and one pair of gloves/mittens
  - One baby blanket
  - Two diapers, diaper wipes
  - Two plastic baby bottles
  - One hand-held baby seat
  - One pacifier

**NOTE:** Baby items must be carried in a clear plastic bag. Diaper bags are not permitted in the institution.
13. Cameras are not permitted in the visiting area.
14. Reading materials or other papers may be brought in only with prior approval of the Security Department.

**NOTE:** All legal materials, including tax documents, must be sent through the U.S. Mail using the address below. Exceptions may be made by the Security Director.

Inmate WRC Mailing Address:  
Inmate Name  
P.O. Box 220  
Winnebago, WI 54985-0220
15. Animals are not permitted, except for use by the visually impaired. Pets cannot be left unattended in any vehicle in the WRC parking lot or tied to any area on the grounds.