

## GENERAL INFORMATION

Driving directions to Wisconsin Resource Center (WRC) are available by phone at 920-426-4310 or at [www.dhs.wisconsin.gov/wrc/directions.htm](http://www.dhs.wisconsin.gov/wrc/directions.htm)

WRC 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.

Persons attempting to bring any of these items into the institution are subject to prosecution and could face felony charges.

Persons exhibiting signs of being under the influence of drugs or alcohol will not be allowed to enter the institution.

Wisconsin Stat. § 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 Director. 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, § 161.465 states "...any person who violates Wis. Stat. §§ 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 Wis. Stat. §§ 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 parking area. Parking areas have been provided (marked by handicap signs) for visitors who

have a disability and have license plates or state-approved display cards that authorize handicapped parking.

2. Only visitors on the resident's approved list shall be permitted to visit the resident. The maximum number of visitors is six. This includes adults and minors. Visitors under 18 years of age must be accompanied by an approved adult visitor.
3. 2 hour in-person visits need to be scheduled at [DHSWRCVisitation@dhs.wisconsin.gov](mailto:DHSWRCVisitation@dhs.wisconsin.gov) or by calling 920-426-4310 x4182 and leaving a message. For Zoom visits please refer to the WRC ZOOM Visit Brochure. Whether in-person or a zoom request allow 3 business days for requests to be processed.
4. Visitors over the age of 16 are required to provide valid identification. Valid identification includes one of the following:
  - State Driver's License, valid passport
  - Military ID, or visa
  - Department of Transportation Identification Card
  - Tribal ID (if it provides photo)
  - Amish visitors who do not possess photo identification as a requirement of their religion shall:
    - a) Provide the facility with a signed and notarized affidavit from their Bishop. The affidavit shall include the physical description of each proposed visitor.
    - b) The facility shall retain the original affidavit and place a copy in the respective resident's Visitor Information file. The visitor(s) shall retain a copy of the affidavit and shall produce it upon arrival to the facility as a means of identification.
    - c) Information regarding no photo identification shall be entered into the "Relatives/Associates" screen in the

Wisconsin Integrated Corrections System (WICS).

5. Purses, backpacks, fanny packs, briefcases, etc., are not permitted in the visiting area. Lockers are provided in the lobby for placement of these and other non-allowed items. The institution is not responsible for personal property left in vehicles or lobby lockers.
6. No food or drink items may be carried into the institution. Vending machines are available in the visiting area. Residents cannot go with the visitor to the vending machines. A change machine is available in the lobby (for one and five-dollar bills only). No paper money is allowed in the visiting room. Money allowed in the visiting area is limited to a total of \$20 in change for each adult visitor.
7. Money cannot be given to a resident on visits. Funds may be sent to a resident in the form of a money order, cashier check or money transfer through Access Corrections.

For Internet or Phone Funds: Go to [AccessCorrections.com](http://AccessCorrections.com) or 866-345-1884. Visa and MasterCard are accepted.

Mail or walk-in:

- Use a Wisconsin DOC Money Order/Check Deposit Slip and include resident's DOC number
- All writing must be legible and in blue or black ink
- Do not include any additional items such as photos/letters as they will be discarded
- Make checks and money orders payable to ACCESS SECURE DEPOSITS
- Mail to: Secure Deposits – Wisconsin DOC, PO Box 12486, St Louis, MO 63132, or
- Visit [CashPayToday.com](http://CashPayToday.com) to locate a Dollar General, Family Dollar,

Speedway or other store that accepts walk-in payments.

- We no longer accept money orders or cashier's checks through the mail utilizing PO Box 220. Western Union is not an option for residents to receive money at WRC/WWRC.
8. No property will be allowed into the institution through the lobby.
  9. Visitors requiring medication to be taken during their visit 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. Visitors may bring the following items inside the visiting area:
    - Money, not to exceed \$20.00 for each visitor. In a clear plastic bag.
    - Comb, pick or brush, limited to one for each visitor.
    - Up to two (2) baby blankets for each child.
    - Up to four (4) diapers for each child. Diaper wipes. \*\*
    - Up to two (2) plastic baby bottles for each child.
    - One (1) hand-held baby seat for each child.
    - Shall be kept in a clear plastic bag.
    - One (1) pacifier for each child.
    - One (1) coat, one (1) pair of gloves and one (1) scarf for each visitor.
    - Headwear (provided it does not conceal identity).
    - One (1) umbrella per visit (Umbrellas must be left in the entryway and are not allowed in the Visiting Room).
    - A maximum of 10 snapshots carried loosely. No Polaroid pictures allowed.
- \*\*NOTE: Baby items must be carried in a clear plastic bag.

10. Cameras, cell phones, computers, pagers, or any type of internal “Smart” Technology or recording equipment are not permitted in the visiting area.

11. 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.

Resident WRC Mailing Address:

Resident Name

P.O. Box 220

Winnebago, WI 54985-0220

12. Animals are not permitted except for service animals. Comfort animals are not allowed. Pets cannot be left unattended in any vehicle in the WRC parking lot or tied to any area on the grounds.

13. 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.

14. 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.

15. 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.

16. The visiting area at WRC stresses a "family" atmosphere, as family and friends are all ages.

17. Clothing attire for visits. The following apparel is considered unacceptable and will result in the denial of visit:

- Watches
- Transparent/translucent clothing
- Shorts shorter than fingertip length, skirts, or dresses shorter than fingertip length, plus three inches with the visitor standing with proper posture, arms straight down, fingers extended
- Tops and dresses that expose the midriff (front and/or back) strapless/tube/halter tops and dresses
- Low-cut blouses, shirts, and dresses; skirts with revealing slits
- Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights, leotards, or swimsuits
- Exposed under-garments
- Clothing with revealing holes, tears, or slits
- Clothing or accessories with obscene or profane writing, images, or pictures
- Gang related clothing, headwear, shoes, logos, or insignias. (This includes, but is not limited to, motorcycle jackets bearing club logos)
- Sunglasses
- Any clothing that may have the potential to cause a disruption.
- Footwear will be worn at all times.

These restrictions apply equally to men, women, children, and transgender individuals 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 WRC HIGH MANAGEMENT/SECURITY VISITING

At certain times, due to a resident's status or other security reasons, it may be necessary for a resident visit to be held in the High Management Security visiting area or by Video visiting. Video visiting is conducted from the Gatehouse Lobby.

If a resident is in observation status, clinical staff will determine if the resident is able to see visitors. Children under the age of 18 years are not allowed in the High Management Security visiting area. This age limit does not apply to Video visiting. The maximum number of three (3) visitors is allowed for Video visiting. Exceptions can be requested through the resident'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.

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 Care and Treatment Services  
P-20402 (02/2024)

[www.dhs.wisconsin.gov/wrc/index.htm](http://www.dhs.wisconsin.gov/wrc/index.htm)



WISCONSIN RESOURCE CENTER  
Winnebago, WI 54985-0016

### RESIDENT VISITOR INFORMATION PAMPHLET In-Person Visiting Hours — WRC and WWRC Residents

Visiting Week is defined as Monday through Sunday.

Monday and Tuesday: No in-person visits  
Wednesday, Thursday, and Friday: 6:15 p.m. to 8:30 p.m. Saturday, Sunday, and holidays: 8 a.m. to 10 a.m., 10:15 a.m. to 12:15 p.m., 1:15 p.m. to 3:15 p.m.

Holidays include January 1, Martin Luther King Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, December 24, December 25, December 31.

When applicable, all visitors will go through the COVID-19 screening process to include temperature checks and current health status questions. Facemasks will be provided if required.

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